



Connecticut Immunization Registry and Tracking System

Release 3.2

CIRTS User Manual

June 2016

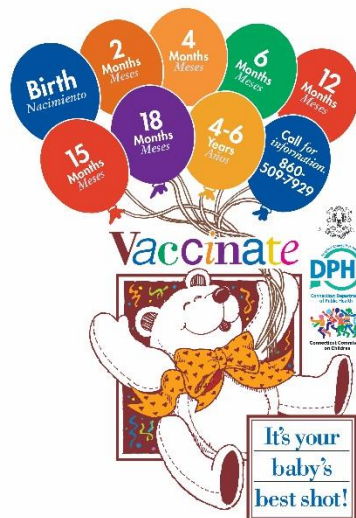


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Introduction

Welcome

Welcome to the Connecticut Immunization Registry and Tracking System (CIRTS).

Purpose

The goal of this manual is to provide you with a thorough understanding of the Connecticut Immunization Registry and Tracking System (CIRTS).

Upon successful completion of this training, you will be given a User ID and Password with authorization to use CIRTS.

Objectives

Upon completion of this manual, you will be able to:

- ☐ Log in and out of the CIRTS application
- ☐ Navigate through the CIRTS application
- ☐ Create, find, and modify immunization records
- ☐ Find and modify facility records
- ☐ Enter data in CIRTS Question Packages
- ☐ Work with CIRTS system tasks and concerns
- ☐ View, run, and print CIRTS reports
- ☐ Print Immunization Certificates
- ☐ Follow links to DPH and CDC resources such as immunization schedules, immunization practice recommendations, and vaccine information statements

AGENDA

Overview

The agenda for this guide is as follows:

Chapter	Purpose
Chapter 1: CIRTS System Overview	<ul style="list-style-type: none"> • Explain the basic structure, purpose and benefits of the Maven Connecticut Immunization Registry and Tracking System (CIRTS) • Demonstrate the ability to Log In and Out of CIRTS
Chapter 2: Searching	<ul style="list-style-type: none"> • Demonstrate how to search for Immunization and Facility records based on specified selection criteria
Chapter 3: Immunization Record Creation and Management	<ul style="list-style-type: none"> • Demonstrate the ability to create and modify records • Explain deduplication
Chapter 4: CIRTS System Environment	<ul style="list-style-type: none"> • Identify the main parts of the CIRTS Splash screen and Dashboard and specify the purpose of each
Chapter 5: Immunization Certificates, Forecast, and Summary	<ul style="list-style-type: none"> • Demonstrate how to view and print an Official Immunization Certificate, Immunization Summary, and Immunization Forecast
Chapter 6: Concerns	<ul style="list-style-type: none"> • Explain how to view and update information for system-generated concerns • Explain how to enter user-generated concerns
Chapter 7: Question Packages – General Operating Procedures	<ul style="list-style-type: none"> • Explain the general operating procedures for CIRTS Pre-Defined Question Packages
Chapter 8: Medical Home Question Package	<ul style="list-style-type: none"> • Explain how to use and enter information in the Medical Home Question Package
Chapter 9: Demographics Question Package	<ul style="list-style-type: none"> • Explain how to use and enter information in the Demographics Question Package
Chapter 10: CIRTS Consent Question Package	<ul style="list-style-type: none"> • Explain how to use and enter information in the CIRTS Consent Question Package
Chapter 11: Clinical Comments Question Package	<ul style="list-style-type: none"> • Explain how to use and enter information in the Clinical Comments Question Package
Chapter 12: Immunization Detailed History Question Package	<ul style="list-style-type: none"> • Explain how to use and enter information in the Immunization Detailed History Question Package
Chapter 13: Immunization Administration – Current Provider Question Package	<ul style="list-style-type: none"> • Explain how to use and enter information in the Immunization Administration – Current Provider Question Package

Chapter 14: Immunization Administration – Historical Provider Question Package	<ul style="list-style-type: none">• Explain how to use and enter information in the Immunization Administration – Historical Provider Question Package
Chapter 15: Insurance Question Package	<ul style="list-style-type: none">• Explain how to use and enter information in the Insurance Question Package
Chapter 16: Electronic Birth Certificate Download Question Package	<ul style="list-style-type: none">• Explain how to use and enter information in the Electronic Birth Certificate Download Question Package
Chapter 17: Tasks	<ul style="list-style-type: none">• Explain how to create, review and complete tasks
Chapter 18: Reports	<ul style="list-style-type: none">• Explain how to view, print, and export CIRTS reports
Chapter 19: Workflows	<ul style="list-style-type: none">• Demonstrate the importance and use of the Workflow Queues

Chapter 1: Maven Connecticut Immunization Registry and Tracking System Overview

OVERVIEW

Purpose

Explain the basic structure, purpose and benefits of the CIRTS system and demonstrate how to log into the CIRTS system.

Objectives

- User Groups and Permissions
 - Log into CIRTS
 - Log out of CIRTS
 - Understand how system passwords work
-

CONNECTICUT IMMUNIZATION REGISTRY AND TRACKING SYSTEM (CIRTS) OVERVIEW

The Connecticut Immunization Registry and Tracking System (CIRTS) is an electronic immunization tracking system that allows public health officials and medical providers to receive, manage, process, and analyze immunization-related data. Data from CIRTS can be extracted for the purposes of monitoring, reporting, and performing trend analysis.

CIRTS is based on Consilience Software's (a Xerox Company) Maven - a commercial-off-the-shelf (COTS), web-based business rules engine that has been modified for the Connecticut Department of Public Health. It provides interactive, automated information gathering and decision support processes for each record and is compatible with state and national IT standards. It also complies with the Centers for Disease Control and Prevention (CDC) Public Health Information Network (PHIN) published standards and National Vaccine Advisory Committee (NVAC) functional standards.

CIRTS allows secure communication and coordination between the Department of Public Health and medical providers. CIRTS is a secure environment that only displays the data someone needs and is authorized to see. CIRTS can:

- provide a reliable immunization history for any child, whether a new or continuing patient
- consolidate immunizations from all providers into one record
- determine immunizations due or overdue
- provide reminders and recalls for immunizations due or overdue
- generate official immunization records needed for school and day care entry
- generate immunization coverage reports
- provide current recommendations and information on new vaccines
- facilitate introduction of new vaccines or changes in the immunization schedule
- import and export immunization data electronically



CIRTS is HIPAA compliant.



The Maven software application has been designed and modified for use by several DPH programs. Although extensive modifications have been made to adapt it to meet CIRTS needs, you might still see some functionality that will not be used by CIRTS at this time.

USER GROUPS AND PERMISSIONS

Information entered into CIRTS is very sensitive, health-related material. System security is in accordance with established HIPAA standards. Users will be assigned a username and password that will provide access to the system. Each username is connected to one or more roles and one or more groups, which give access to specific system features. The roles and groups to which a user is assigned depend on their job function. Permissions, roles, and groups are described in detail below.

- **Permission:** Permissions in the CIRTS provide the ability within the system to perform certain actions, such as “add a new case” or “manage people and facilities”.
- **Role:** A group of permissions makes up a role. For example, one role is a Provider Site. This role has permissions such as “add a new case” or “edit immunizations given at own site”. The role of DPH Admin comes with additional permissions, such as the ability to manage people and facilities and run coverage reports. The Provider performs different job functions and therefore has a different set of permissions than a DPH Admin.
- **Group:** Users are members of groups based on the provider facility. Each provider facility may only see and/or modify those facility or immunization records that they have permissions to view and/or modify.



User must be assigned to both **DPH-EditAllPatientsGroup** and **DPH-ViewAllFacilityGroups** in addition to specific facility groups in order to view and modify immunization records.

CIRTS ROLES

There are six roles in CIRTS:

- **DPH Super Administrator:** This is the highest level role. It has permissions to access all CIRTS functions and it is limited to DPH only. Users with this role can:
 1. Log into the CIRTS Administration application
 2. Modify all user accounts
 3. Create, modify, and delete immunization and facility records
 4. View, run, and print CIRTS reports
 5. Access CIRTS workflows
 6. Import and export records
 7. Create, modify, and assign tasks and concerns
 8. Deduplicate case records
 9. Access all CIRTS case functionality
- **DPH Administrator:** This role is granted to DPH Administrators. Users with this role can:
 1. Create and modify immunization and facility records
 2. View, run, and print CIRTS reports
 3. Import and export rosters
 4. Access all CIRTS case functionality
 5. Import and export records
 6. Create, modify, and assign tasks and concerns
 7. Deduplicate case records
- **DPH Staff:** Users with this role can:
 1. Create and modify immunization records
 2. View facility records
 3. View, run, and print CIRTS reports
 4. Create, modify, and assign tasks and concerns
- **Provider Site:** Users with this role can:
 1. Create and modify immunization records
 2. Modify the facility record for their assigned group
 3. View, run, and print CIRTS reports
 4. Create, modify, and assign tasks and concerns

- **Edit Facility:** Users with this role can:
 1. Create and modify immunization records
 2. Modify the facility record for their assigned group
 3. View, run, and print CIRTS reports
 4. Create, modify, and assign tasks and concerns



A Provider must be assigned to the both the **Edit Facility** role and the **Provider Site** role in order to create and modify immunization records.

- **Provider Site Read Only:** Users with this role can:
 1. View and print immunization records
 2. View, run, and print CIRTS reports

LOGGING IN

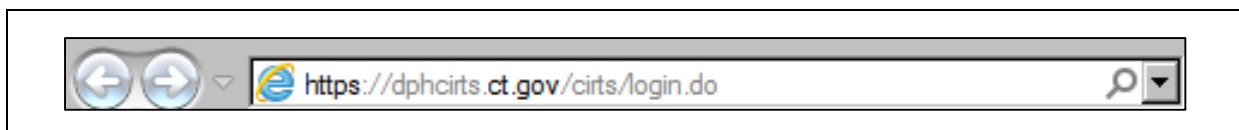
CIRTS is accessed through a web browser.



CIRTS is supported by the following web browsers: Internet Explorer (version 7.0 or greater), Google Chrome, and Mozilla Firefox. Chrome and Firefox might run faster than Internet Explorer.

To log into CIRTS

1. Open an Internet browser and type the following URL:



2. Click the **Go** button or press the **Enter** key. The following Login screen will display:



3. Enter your assigned **Username** and **Password** in the appropriate text boxes.



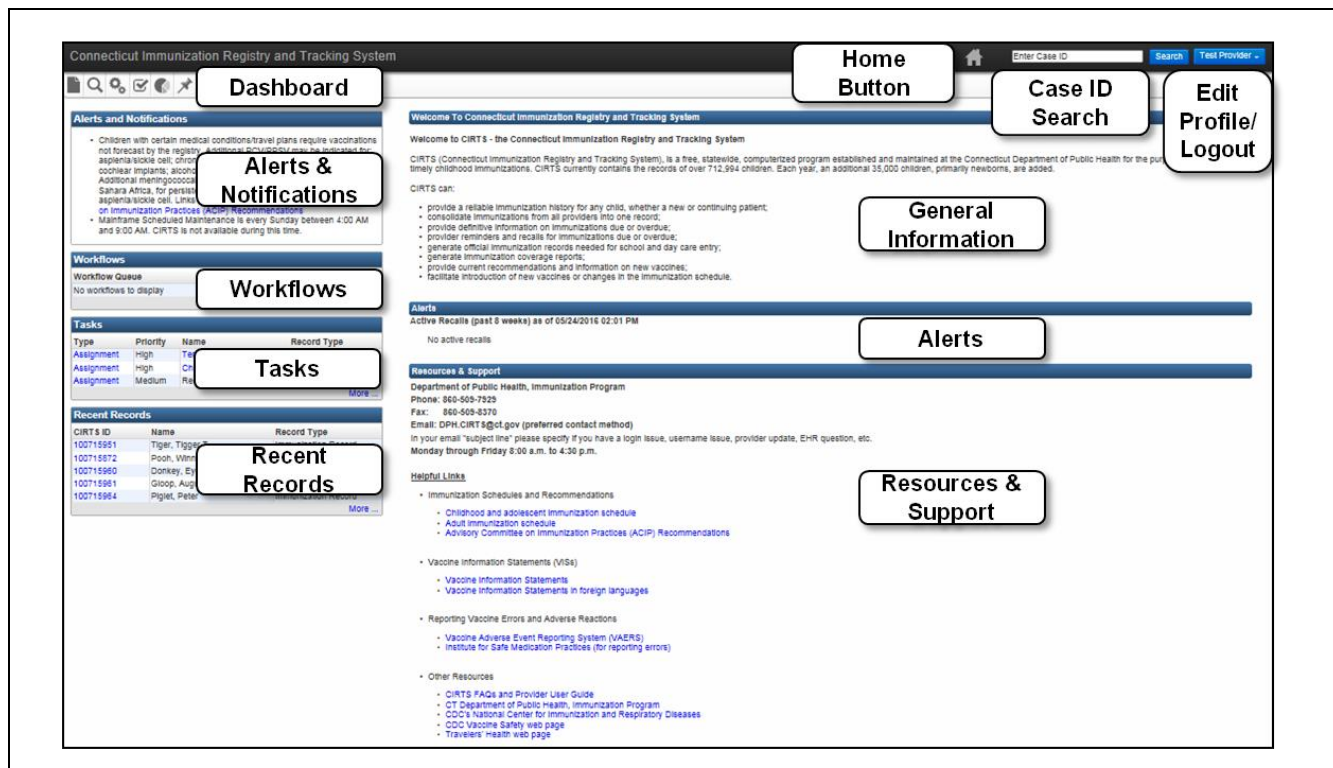
Caution: Username and Password are case sensitive so be sure to enter them exactly as they were provided. For example, XYZ123 is not the same password as xyz123.

4. Click the **Login** button.

The CIRTS Splash screen will display. CIRTS will also revert to this Splash screen when no record is open (loaded).

THE CIRTS SPLASH SCREEN

Overview



The CIRTS Splash screen is divided into several separate areas:

1. **Dashboard:** contains icons that perform the majority of the functions within the application. Depending on a user's role, the number of icons in the toolbar may vary
2. **Home Button:** returns to the CIRTS Splash screen
3. **Case ID Search:** used to find and open a specific CIRTS record based on the CIRTS ID
4. **Edit Profile/Logout:** displays the commands to change User Profile/password and to Logout of CIRTS
5. **Alerts & Notifications:** will display only if CIRTS has active alerts or notifications and provides information regarding active news alerts
6. **Workflows:** displays Workflow queues with summary information and links to the displayed queues
7. **Tasks:** displays a list of tasks assigned to the user with summary information and links to the displayed tasks
8. **Recent Records:** displays the last five records accessed
9. **General Information:** provides an overview of CIRTS functionality

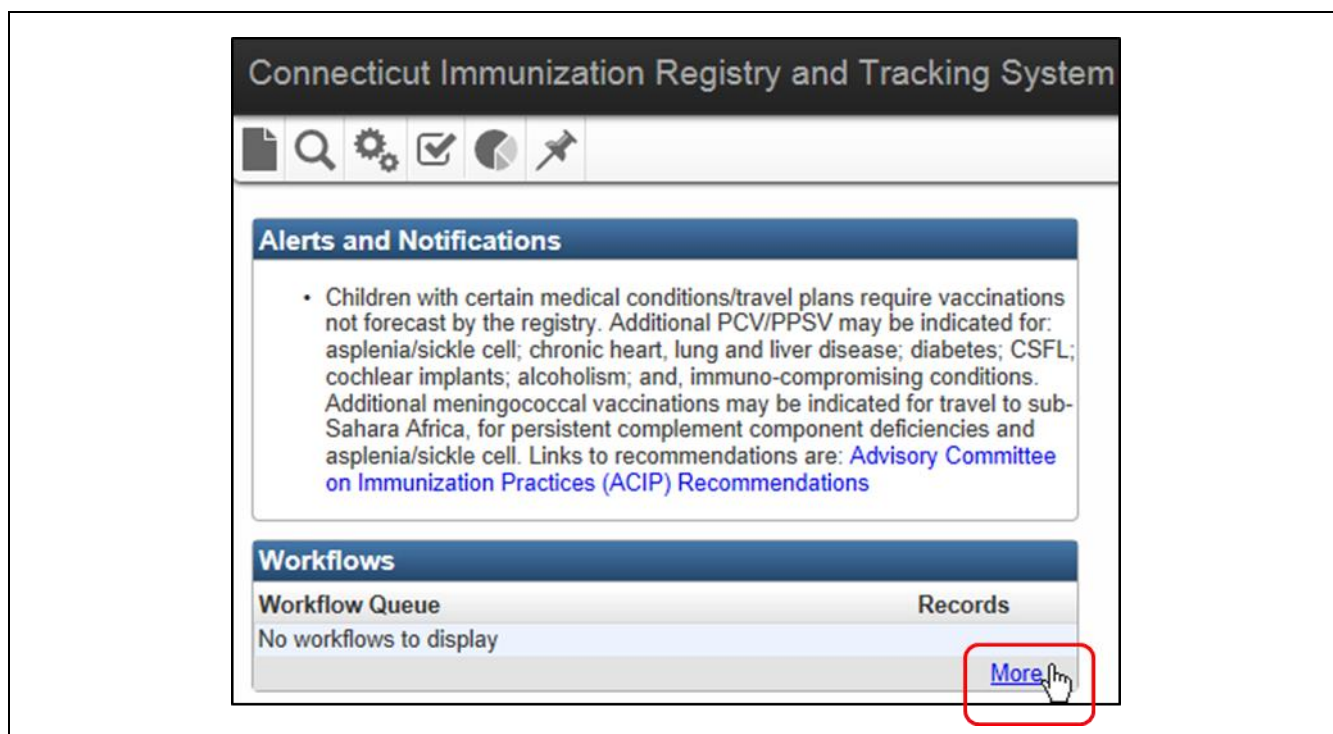
10. **Alerts:** provides Alert information regarding active recalls/shortages of vaccines and news alerts
11. **Resources & Support Info:** contains Help Desk contact information for CIRTS system support and problem reporting; also contains links to helpful information such as Immunization Schedules and Vaccine Information Statements

SPLASH SCREEN NAVIGATION

The Splash screen has a toolbar that provides tools to create new records, search for existing records, access workflows and tasks, open reports, and find recent records accessed. The Splash screen also provides links to Workflow Queues, Tasks, and helpful links.

Workflows queues

1. Click the **More** link to display the Workflow Queues for Provider Sites.



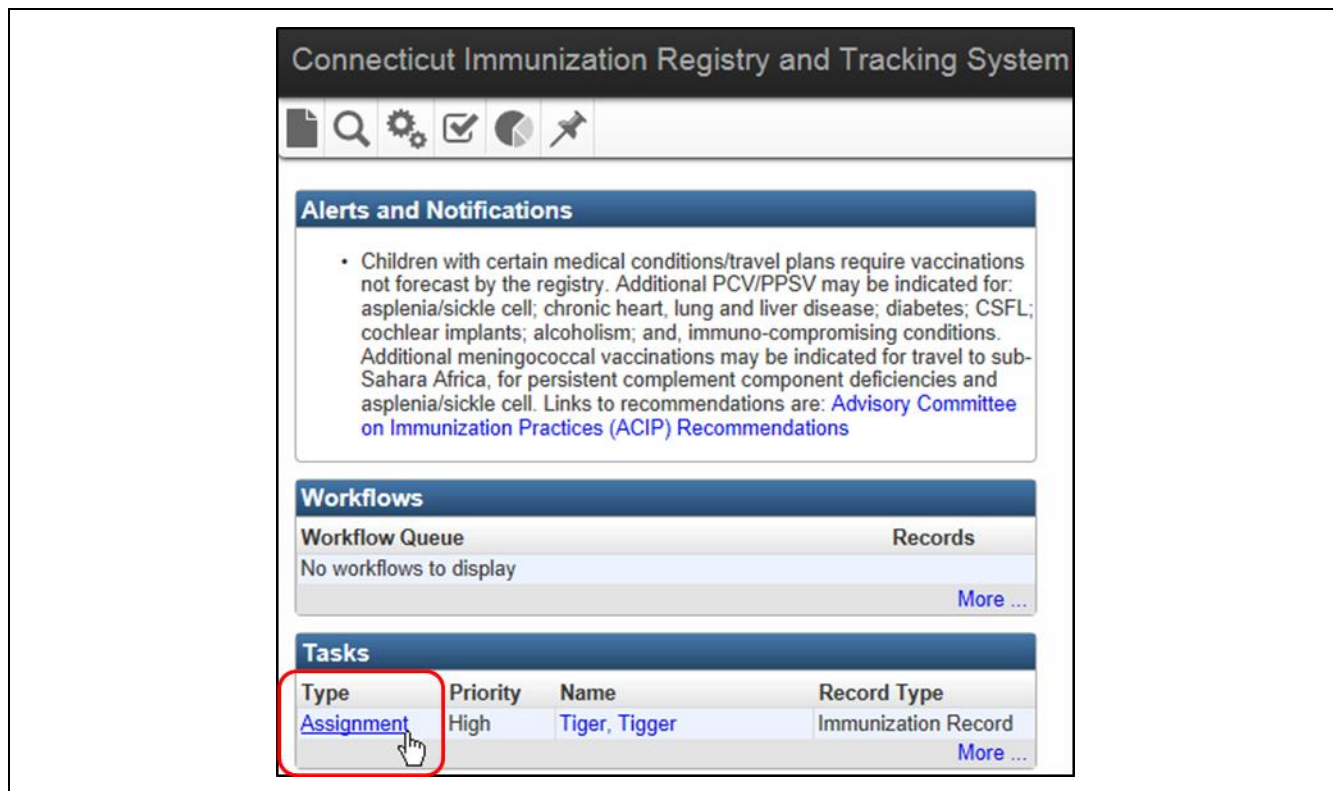
2. Refer to the instructions in Chapter 19 (Workflows) of this guide for complete instructions on using Workflows.

Tasks

Tasks can be assigned to a specific record or they can be non record-specific.

To display a task:

1. In the Tasks list, click the link for the appropriate task.



The Task Information screen for the selected task will display.

Edit Task

Task Information

Record: 100715559 - Immunization Record - Tigger Tiger

Type: [Assignment](#)

Status: Pending

Created By: Test Provider [TProvider]

Create Date: 03/28/2016

Last Update: 03/28/2016

Priority: Very High

Due Date: 05/01/2016

Start Date(mm/dd/yyyy):

Complete Date:

Description: Possible Duplicates

Notes: Please check for duplicate immunization records

Task Attachment: Browse...

Assign to user: Test Provider [TProvider] [Assign to me](#)

Assign to group:

Save Cancel

- Refer to the instructions in Chapter 17 (Tasks) of this guide for complete information on using tasks.

Alerts

The Alerts area of the Splash screen provides information about active recalls/shortages of vaccines and news alerts.

Alerts and Notifications

- Children with certain medical conditions/travel plans require vaccinations not forecast by the registry. Additional PCV/PPSV may be indicated for: asplenia/sickle cell; chronic heart, lung and liver disease; diabetes; CSFL; cochlear implants; alcoholism; and, immuno-compromising conditions. Additional meningococcal vaccinations may be indicated for travel to sub-Saharan Africa, for persistent complement component deficiencies and asplenia/sickle cell. Links to recommendations are: [Advisory Committee on Immunization Practices \(ACIP\) Recommendations](#)

Resources and Support

The Resources & Support area contains Help Desk contact information for CIRTS system support and problem reporting; it also contains links to helpful information such as Immunization Schedules and Vaccine Information Statements

Resources & Support

Department of Public Health, Immunization Program

Phone: 860-509-7929

Fax: 860-509-8370

Email: DPH.CIRTS@ct.gov (preferred contact method)

In your email "subject line" please specify if you have a login issue, username issue, provider update, EHR question, etc.

Monday through Friday 8:00 a.m. to 4:30 p.m.

Helpful Links

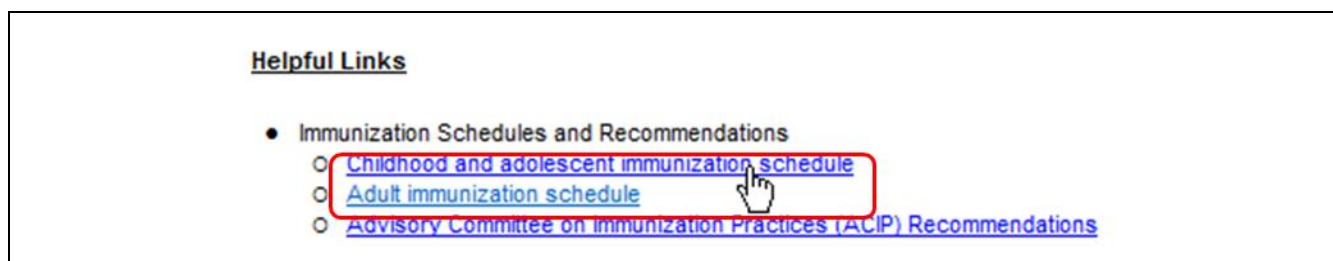
- Immunization Schedules and Recommendations
 - [Childhood and adolescent immunization schedule](#)
 - [Adult immunization schedule](#)
 - [Advisory Committee on Immunization Practices \(ACIP\) Recommendations](#)
- Vaccine Information Statements (VISs)
 - [Vaccine Information Statements](#)
 - [Vaccine Information Statements in foreign languages](#)
- Reporting Vaccine Errors and Adverse Reactions
 - [Vaccine Adverse Event Reporting System \(VAERS\)](#)
 - [Institute for Safe Medication Practices \(for reporting errors\)](#)
- Other Resources
 - [CIRTS FAQs and Provider User Guide](#)
 - [CT Department of Public Health, Immunization Program](#)
 - [CDC's National Center for Immunization and Respiratory Diseases](#)
 - [CDC Vaccine Safety web page](#)
 - [Travelers' Health web page](#)

The current links in the resources & Support area include:

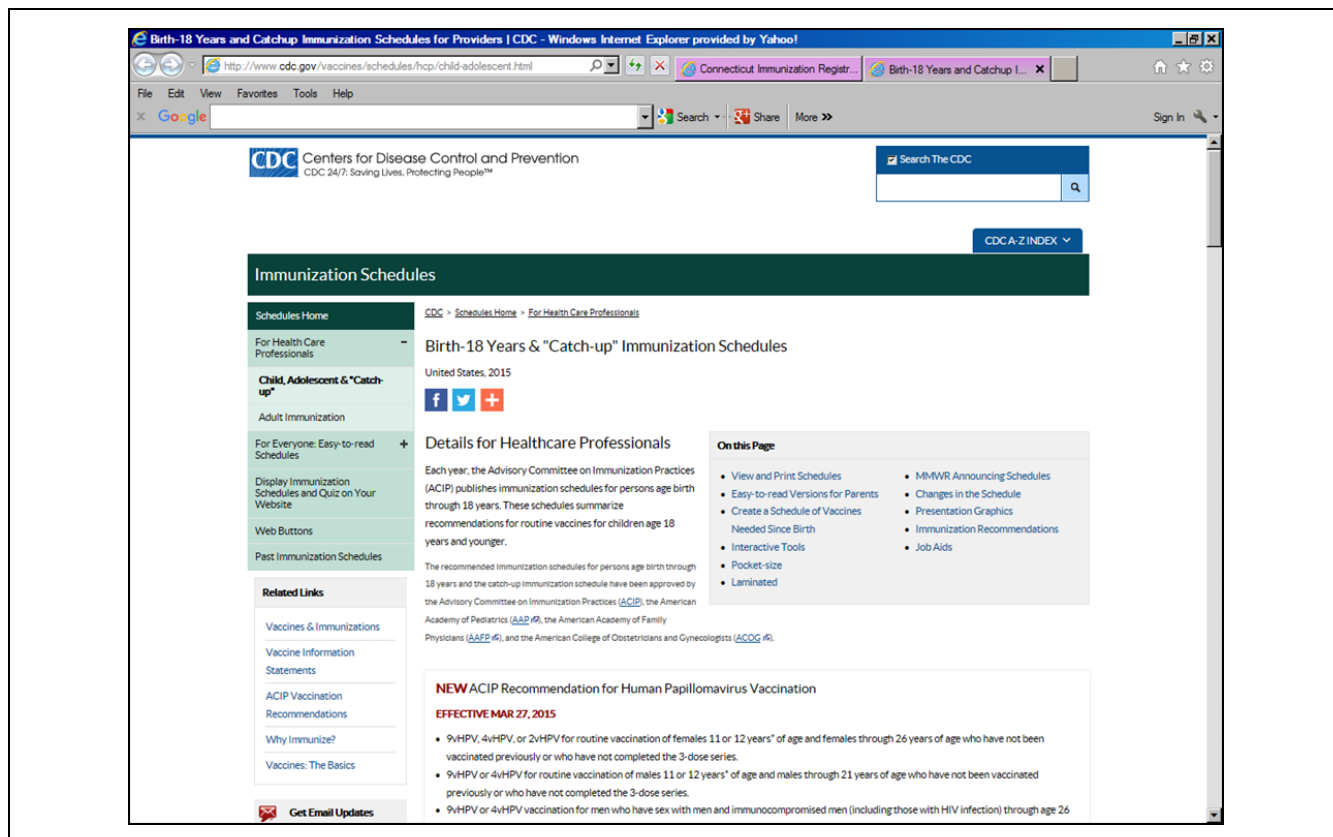
- Immunization Schedules & Recommendations
- Vaccine Information Statements (VISs)
- Reporting Vaccine Errors and Adverse Reactions
- Other Resources (CDC sites, etc.)

To open a link

1. Point to one of the links with your mouse and click.



The selected site will open in its own new window.



2. When the selected site is closed, you will be returned to the CIRTS Splash screen.

LOGGING OUT

Because of the sensitive nature of the data in CIRTS, each user should exercise care when using the system. The CIRTS system is only as secure as the person using it. Therefore:

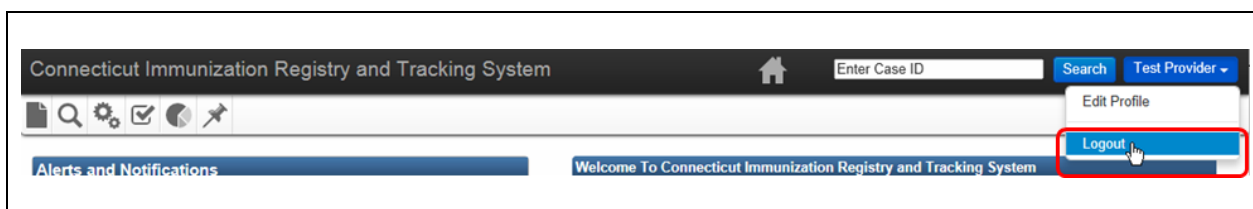
- Never share a password or use another user's password or login name
- Always log out of the system whenever you leave your computer

To log out of CIRTS

1. Click the **Edit Profile/Logout** button in the upper right corner of either the CIRTS Splash screen or the CIRTS Main screen.

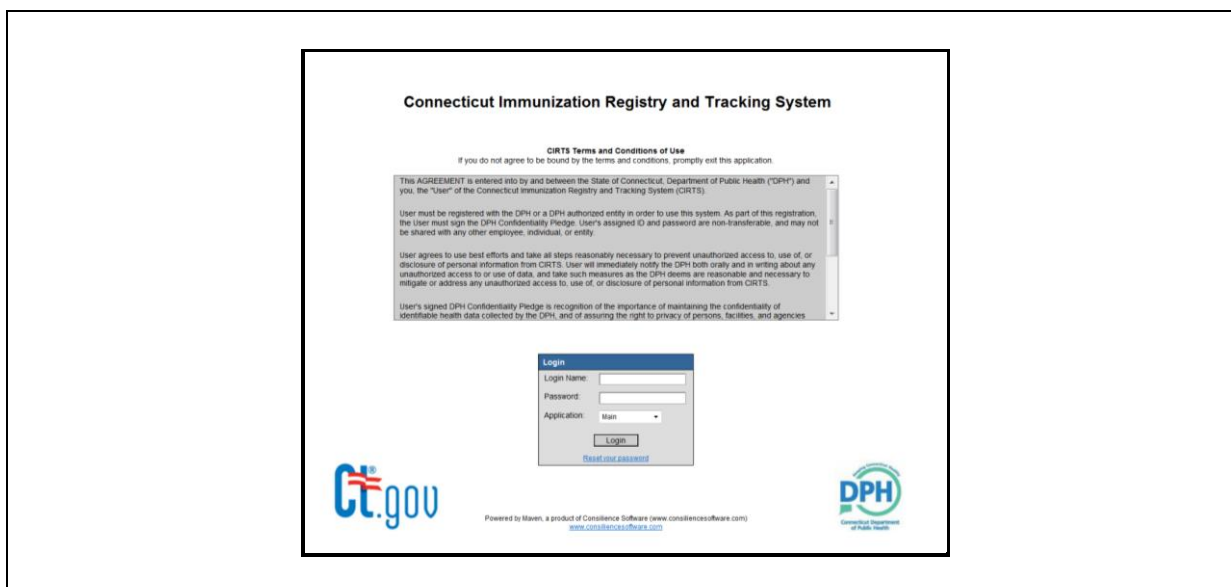


The dropdown list will display.



2. Select **Logout** from the dropdown list.

This action will end the Maven CIRTS session and return to the CIRTS Login screen.



OPERATING IN THE MAVEN CIRTS ENVIRONMENT

While CIRTS is a very intuitive environment, there are a few general operating rules that a user must know to use the system efficiently and avoid problems

- Always use the command buttons and links provided by CIRTS
- Use the Tab key or the mouse to navigate between data fields
- **Do not** use the Enter key to navigate between data fields
- **Do not** use the web Browser's Back button
- CIRTS will time-out after thirty minutes of inactivity

SYSTEM PASSWORDS & USER INFORMATION

CIRTS Passwords expire every 60 days. You will receive an email at 5 days before it expires and again at 1 day before it expires reminding you to change your password.

A user can unsuccessfully attempt to login to CIRTS a maximum number of three times before being locked out of the system. Once locked out, the user must contact a CIRTS System Administrator (DPH.cirts@ct.gov) to reset the password and regain access to the system

Users can change a password themselves at any time as long as the account has not been locked out.

CIRTS requires users to establish “Strong” passwords with the following requirements:

- Must be at least 9 characters in length
- Must contain at least one number
- Must contain at least one lower case letter
- Must contain at least one upper case letter
- Must contain at least one symbol
- Cannot be a previously used password



Important: Passwords are case-sensitive. For example, XYZ123 is not the same password as xyz123.



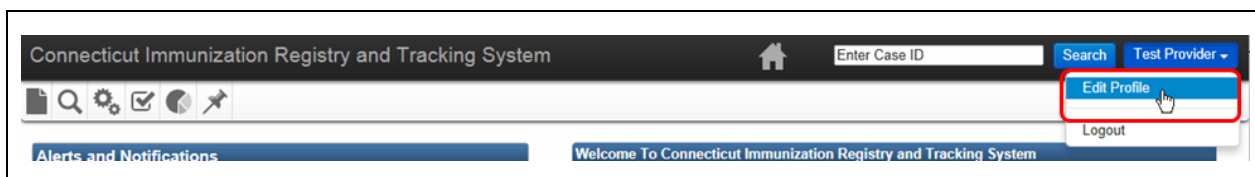
The first time you log in, you must set up your security question and change your password. If your security question is not set up, you cannot reset your own password.

To change a password before it expires

1. Click the **Edit Profile/Logout** button in the upper right corner of either the CIRTS Splash screen or the CIRTS Main screen.



The dropdown list will display.



2. Select **Edit Profile** from the dropdown list.

The Edit User Information screen will display.

Edit User Information

User Information

First Name: Last Name:

Middle Name:

Title: Gender:

Email: Secondary Email:

Supervisor:

Time Zone: Accessibility Mode: ☐

Login Credentials

Username: Password: Confirm Password:

Please fill out password fields only if you want to change your password

Please fill out only if you want to change the security question or answer

Security Question: Security Answer: Confirm Security Answer:

Contact Information

Street 1: Street 2:

City: State:

Zip Code: Country:

Home Phone: Work Phone:

Cell Phone: Pager:

Fax:

3. Enter a new **Password**.
4. Enter the same password information in **Confirm Password**.
5. Click the **Save** button to complete the process.

If the new **Password** and the **Confirm Password** fields do not match, the following error message will display and the information will have to be re-entered.

Edit User Information

Please correct the indicated errors before proceeding:

- Passwords do not match

6. Logout of CIRTS and then login with the new password to verify that it works.



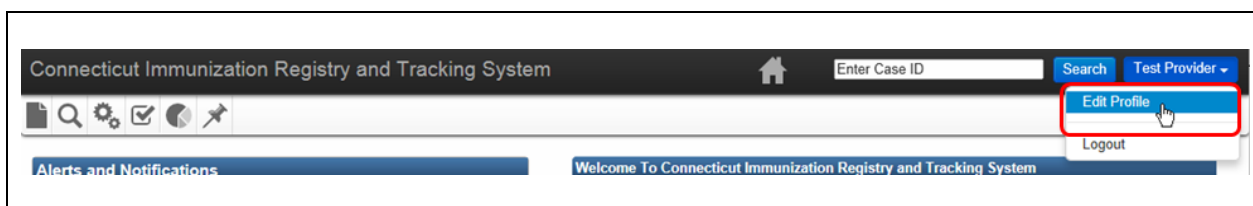
If the password has already expired, the user will have one opportunity to login with the old password. At the time of that login, the system will force the user to change the password.

To change Contact Information

1. Click the **Edit Profile/Logout** button in the upper right corner of either the CIRTS Splash screen or the CIRTS Main screen.



The dropdown list will display.



2. Select **Edit Profile** from the dropdown list.

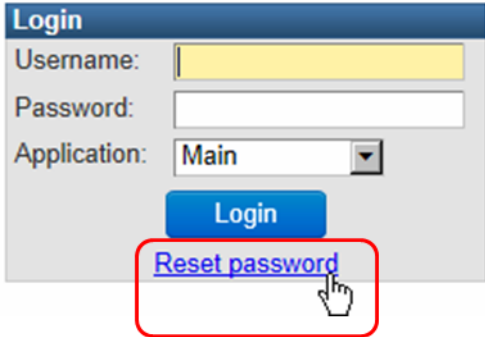
The Edit User Information screen will display.

A screenshot of the 'Edit User Information' form. The form is divided into several sections: 'User Information', 'Login Credentials', and 'Contact Information'. The 'User Information' section contains fields for First Name (Test), Last Name (Provider), Middle Name, Title, Email, Supervisor, Time Zone, Gender (Male), Secondary Email, and Accessibility Mode. The 'Login Credentials' section contains fields for Username (TProvider), Password, Confirm Password, Security Question, Security Answer, and Confirm Security Answer. The 'Contact Information' section contains fields for Street 1, Street 2, City, Zip Code, Home Phone, Cell Phone, Fax, State (CT), Country (USA), Work Phone, and Pager. There are 'Save' and 'Cancel' buttons at the bottom left of the form.

3. Enter the appropriate information (Street, City, etc.) in the **Contact Information** section.
4. Click the **Save** button to complete the process.

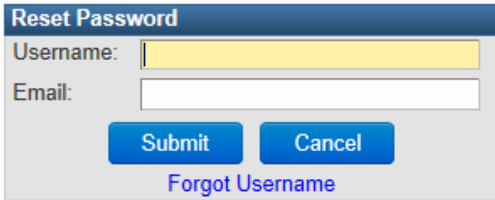
If you forget your Username

1. In the CIRTS login screen, click the **Reset password** link.



The screenshot shows the CIRTS Login interface. It includes fields for Username, Password, and Application (set to Main). Below these fields are 'Login' and 'Reset password' buttons. The 'Reset password' button is highlighted with a red rectangular box, and a mouse cursor is pointing at it.

The Reset User Password screen will display.



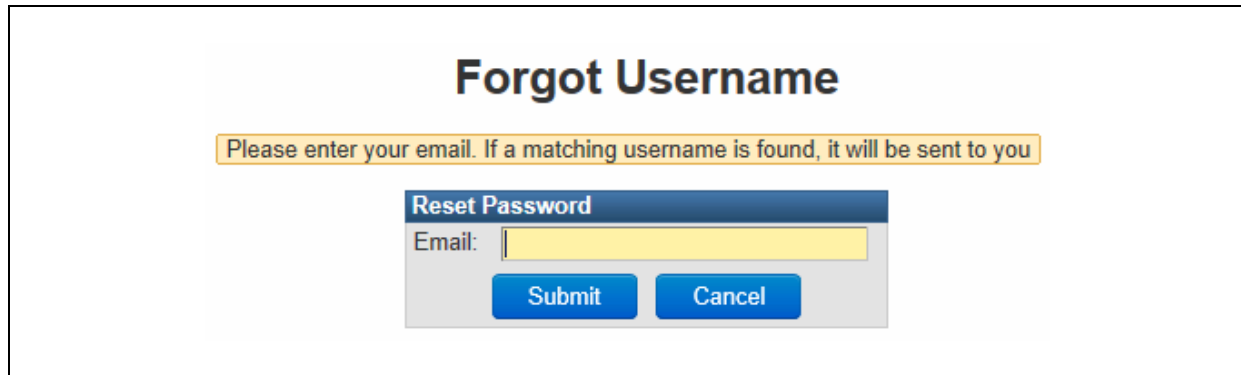
The screenshot shows the 'Reset User Password' screen. It has a title 'Reset User Password' and a message 'Please enter your username and email'. Below this is a form with 'Reset Password' title, 'Username' and 'Email' fields, and 'Submit' and 'Cancel' buttons. A 'Forgot Username' link is located below the buttons. The 'Forgot Username' link is highlighted with a red rectangular box, and a mouse cursor is pointing at it.

2. Click the **Forgot Username** link.



This screenshot is identical to the previous one, showing the 'Reset User Password' screen with the 'Forgot Username' link highlighted by a red box and a mouse cursor.

The Forgot Username screen will display.



Forgot Username

Please enter your email. If a matching username is found, it will be sent to you

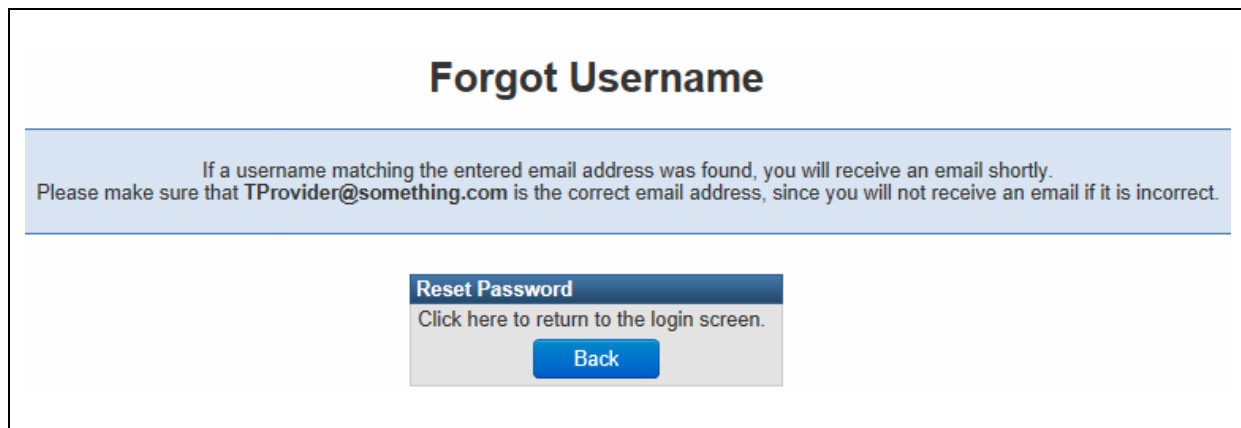
Reset Password

Email:

[Submit](#) [Cancel](#)

3. Enter the **Email** address that was entered in your CIRTS Contact Information.
4. Click the **Submit** button.

The Forgot Username screen will display with a message indicating that you will receive an email if the submitted address is correct.



Forgot Username

If a username matching the entered email address was found, you will receive an email shortly.
Please make sure that TProvider@something.com is the correct email address, since you will not receive an email if it is incorrect.

Reset Password

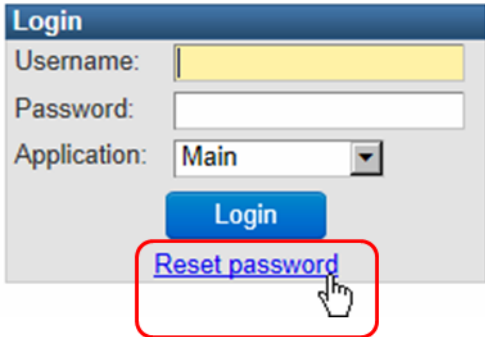
[Click here to return to the login screen.](#)

[Back](#)

5. Click the **Back** button to return to the CIRTS login screen.
6. Check your email for the CIRTS email containing your Username.

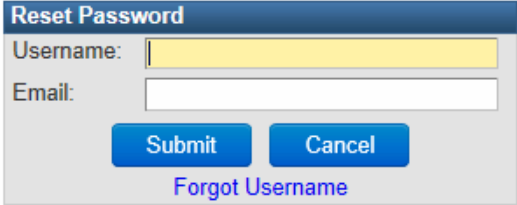
If you forget your Password before it expires

1. In the CIRTS login screen, click the **Reset password** link.




The screenshot shows the CIRTS Login interface. It includes fields for Username, Password, and Application (set to 'Main'). Below these fields are 'Login' and 'Reset password' buttons. The 'Reset password' button is highlighted with a red rectangular box, and a mouse cursor is pointing at it.

The Reset User Password screen will display.



The screenshot shows the 'Reset User Password' screen. It has a title 'Reset User Password' and a prompt 'Please enter your username and email'. Below this is a form with 'Reset Password' title, 'Username' and 'Email' fields, and 'Submit' and 'Cancel' buttons. A 'Forgot Username' link is at the bottom. The 'Forgot Username' link is highlighted with a red rectangular box, and a mouse cursor is pointing at it.

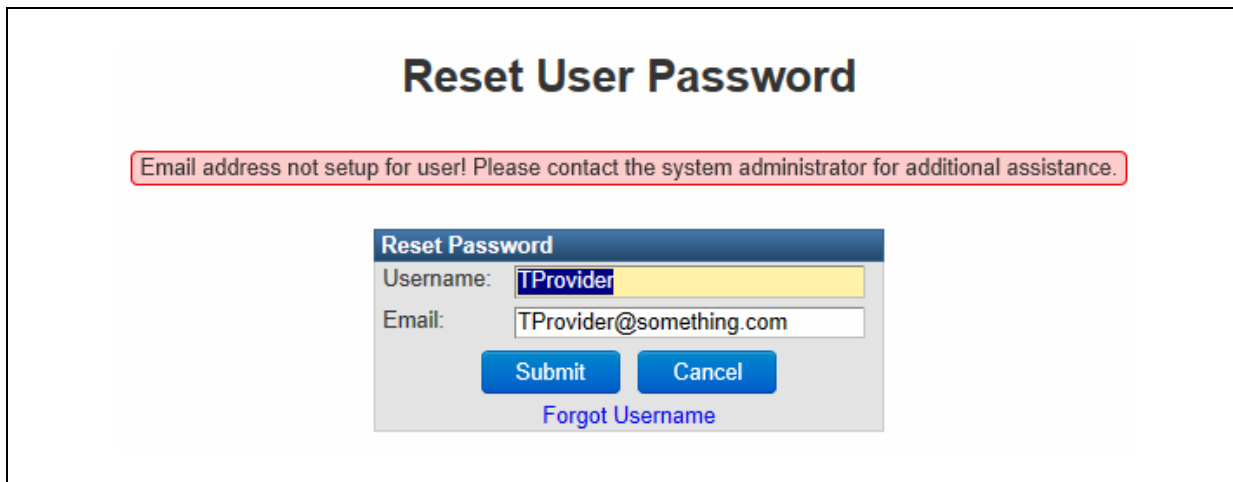
2. Enter your **Username** and the **Email** address that was entered in your CIRTS Contact Information.



The screenshot shows the 'Reset User Password' screen with the 'Username' field filled with 'TProvider' and the 'Email' field filled with 'TProvider@something.com'. The 'Submit' button is highlighted with a red rectangular box, and a mouse cursor is pointing at it.

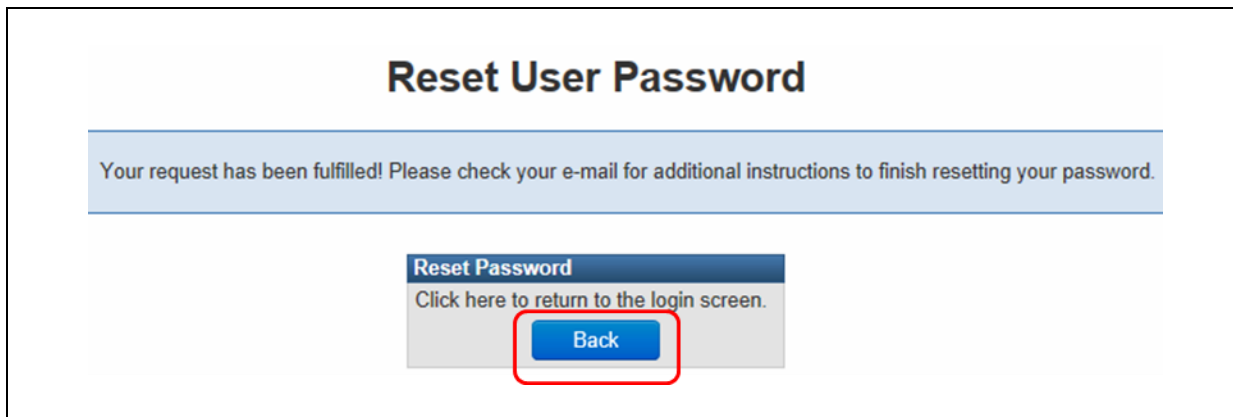
3. Click the **Submit** button.

If CIRTS does not find matching information for the Username and email address, an error message will display and you will have to correct the information and re-submit.



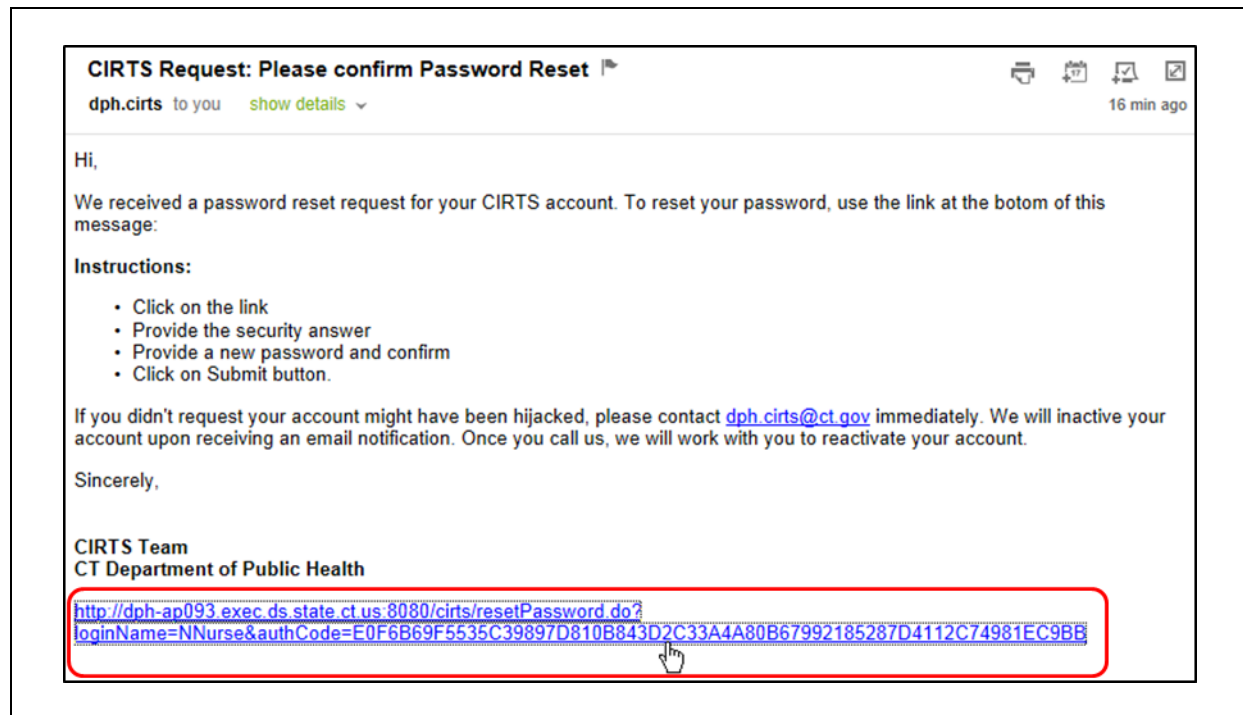
The screenshot shows a web page titled "Reset User Password". At the top, a red-bordered error message states: "Email address not setup for user! Please contact the system administrator for additional assistance." Below this is a form with the title "Reset Password". The form contains two input fields: "Username:" with the value "TProvider" and "Email:" with the value "TProvider@something.com". At the bottom of the form are two blue buttons: "Submit" and "Cancel", and a blue link labeled "Forgot Username".

If CIRTS does find the matching information for the Username and email address, a confirmation message will display.



The screenshot shows a web page titled "Reset User Password". At the top, a blue-bordered success message states: "Your request has been fulfilled! Please check your e-mail for additional instructions to finish resetting your password." Below this is a form with the title "Reset Password". The form contains a single line of text: "Click here to return to the login screen." At the bottom of the form is a blue button labeled "Back", which is highlighted with a red rectangle.

4. Click the **Back** button to return to the CIRTS login screen.
5. Check your email for the CIRTS email.
6. Click the **link** in that email that brings you back to CIRTS.

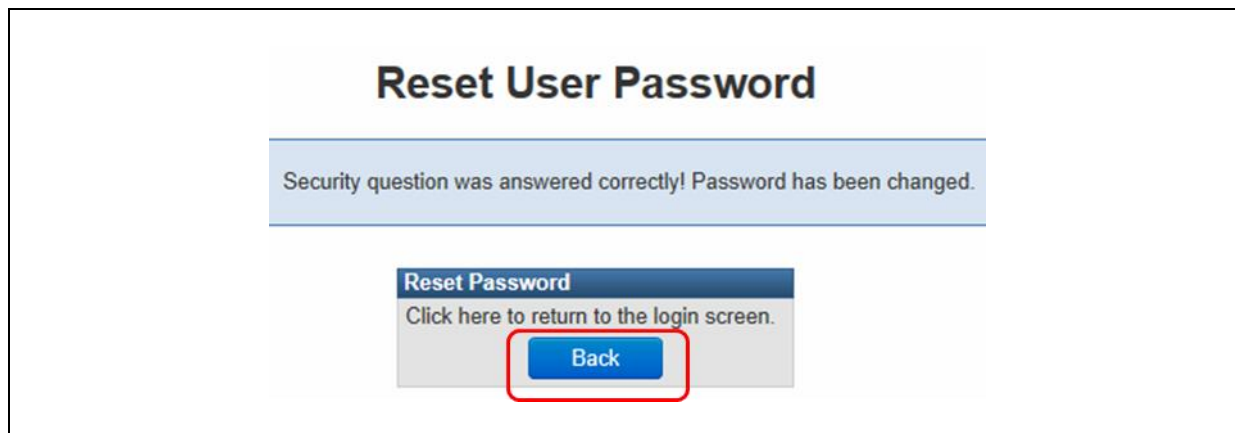


The Reset User Password screen will display.

A screenshot of the "Reset User Password" web form. The form has a title bar "Reset Password" and contains the following fields: "Username:" with the value "NNurse", "Security Question:" with the value "What was your first pet's name?", "Security Answer:" with an empty yellow input field, "New Password:" with an empty white input field, and "Confirm Password:" with an empty white input field. At the bottom are "Submit" and "Cancel" buttons.

7. Enter the **Security Answer** to your **Security Question**.
8. Enter a new **Password** and **Confirm Password**.
9. Click the **Submit** button.

If you answer the **Security Question** correctly, a confirmation message will display and you will receive a confirmation email.



10. Click the **Back** button to return to the CIRTS login screen.

If you answer the **Security Question** incorrectly, you will have three opportunities to provide the valid answer. After three tries, you will receive the following message: "Number of failures too great! Please try again later, or contact the system administrator for additional assistance."



Remember: Passwords are case-sensitive. For example, XYZ123 is not the same password as xyz123.



Only CIRTS System Administrators can reset system passwords that have been locked. A user will be locked out after three unsuccessful attempts to login. Provider Site users must contact the DPH.cirts@ct.gov to resolve any password or account problems.

Chapter 2: Searching in the CIRTS Application

OVERVIEW

Purpose

Explain how to search for an existing Immunization or Facility record

Objectives

- Enter Search criteria
- Search Recent Records
- Use Wildcard searches



Before creating an immunization record (only DPH Administrators can create facility records), users should always perform a thorough search to see if the record has already been entered into the CIRTS system. This will help prevent duplicate information in the system and help ensure the integrity of the data.

SEARCHING

Often it is necessary to view an existing record for informational purposes or to find an existing record to add or change information.

To search for an existing record

1. Click the **Search Case** button (the magnifying glass icon) on CIRTS Dashboard toolbar.



The Search Case screen will display.

Search Case

Search Criteria

Last Name:
First Name:
Birth Date(mm/dd/yyyy): (Inexact)
Gender:
Street:
City:
State:
Zip Code:
Record Type:

Facility

Immunization Record

Mother's First Name:
Mother's Last Name:
Home Phone:
Site ID:

Sort Options

Sort By:

Create Date

Sort Order:

Descending

Search Options

Search History: ☐
Search Soundex: ☐

Search

Clear

Search Results

CIRTS ID	Name	Birth Date(mm/dd/yyyy)	Record Type	Status	Create Date	Report ID
No search done						

Showing 0 to 0 of 0 entries

Select

Cancel

First

Previous

Next

Last

2. Select either **Facility** or **Immunization Record** from the **Record Type** list box. *If you do not select a Record Type, your search will return no results – you will receive an error message above the Search Results table.*

Search Case

Search Criteria

Last Name:
First Name:
Birth Date(mm/dd/yyyy): (Inexact)
Gender:
Street:
City:
State:
Zip Code:
Record Type:
Mother's First Name:
Mother's Last Name:
Home Phone:
Site ID:
Sort Options
Sort By:
Sort Order:
Search Options
Search History: ☐
Search Soundex: ☐

Search Results

Please correct the indicated errors before proceeding:

- No product is selected. Please select a product first

Search Results

CIRTS ID	Name	Birth Date(mm/dd/yyyy)	Record Type	Status	Create Date	Report ID
No results found						

Showing 0 to 0 of 0 entries

The Search Case screen will change based on the selected record type.

Search Screen for an Immunization record

Search Case

Search Criteria

Last Name:
First Name:
Birth Date(mm/dd/yyyy): (Inexact)
Gender:
Street:
City:
State:
Zip Code:
Record Type:
Mother's First Name:
Mother's Last Name:
Home Phone:
Sort Options
Sort By:
Sort Order:
Search Options
Search History: ☐
Search Soundex: ☐

Search Results

Search Results

CIRTS ID	Name	Birth Date(mm/dd/yyyy)	Record Type	Status	Create Date	Report ID
No search done						

Showing 0 to 0 of 0 entries

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Search Screen for a Facility record

Search Case

Search Criteria

Name:

Street:

City:

State:

Zip Code:

Record Type:

Site ID:

Sort Options

Sort By:

Sort Order:

Search Options

Search History: ☐

Search Soundex: ☐

Search Results

CIRTS ID	Name	Record Type	Status	Create Date	Report ID
No search done					

Showing 0 to 0 of 0 entries

- Enter the appropriate **Search Criteria** (such as City, Last Name, First Name, and Birth Date).

CIRTS provides multiple search criteria to find cases. Please note: the more search criteria provided; the fewer results will display.



- **For an Immunization record search:** at least three qualified search fields (in addition to Record Type) must be entered. The qualified search fields are: Last Name, First Name, City, Mother's First Name, Mother's Last Name, and Home Phone.
- **For a Facility record search:** at least one search field (in addition to Record Type) must be entered

The Search criteria for an Immunization record are:

Last Name	Allows the user to specify the Last Name of the client
First Name	Allows the user to specify the First Name of the client
Birth Date	Enter Birth Date using the mm/dd/yyyy search format
Gender	Select Gender: Male, Female, or Transgender
Street	Allows the user to specify the residence Street associated with the client
City	Allows the user to specify the residence City associated with the client
State	Allows the user to specify the residence State associated with the client

Zip Code	Allows the user to specify the residence Zip Code associated with the client
Record Type	Select Immunization Record
Mother's First Name	Allows the user to specify the First Name of the client's mother
Mother's Last Name	Allows the user to specify the Last Name of the client's mother
Home Phone	Allows the user to specify the Home Phone number of the client
Sort By	Allows the user to specify which field to sort the results by: Create Date, CIRTS ID, Name
Sort Order	Allows the user to specify the order in which the results will be displayed: Ascending or Descending
Search History	Check this box to display the cases that were most recently accessed
Search Soundex	Check this box to perform a name Soundex search

The Search criteria for a Facility record are:

Name	Allows the user to specify the Name of the facility
Street	Allows the user to specify the residence Street Address associated with the facility
City	Allows the user to specify the residence City associated with the facility
State	Allows the user to specify the residence State associated with the facility
Zip Code	Allows the user to specify the residence Zip Code associated with the facility
Record Type	Select Facility
Site ID	Allows the user to specify the system-assigned Site ID for the facility
Sort By	Allows the user to specify which field to sort the results by: Create Date, Facility ID, Name
Sort Order	Allows the user to specify the order in which the results will be displayed: Ascending or Descending
Search History	Check this box to display the cases that were most recently accessed
Search Soundex	Check this box to perform a name Soundex search

Wildcard Searches

Searching within the CIRTS system supports wildcard characters. To use a wildcard, type an asterisk (*) wherever there are characters that you are unsure of.

To use a wildcard, at least one character must be specified in the search field in addition to the asterisk (*). The asterisk can be used anywhere in the search field (Ex: *Br*, *Br, Br*).

In the example below, entering “Te*” in the Name criteria for a Facility search returned several matching records. The search is not case-sensitive. It returns matches for both uppercase and lowercase values.

Search Case

Search Criteria

Name:

Street:

City:

State:

Zip Code:

Record Type:

Site ID:

Sort Options

Sort By:

Sort Order:

Search Options

Search History: ☐

Search Soundex: ☐

Search Results

CIRTS ID	Name	Record Type	Status	Create Date	Report ID
100715943	Tetsing Release	Facility	Open	05/12/2016	1054
100715860	Tester Pediatrics	Facility	Open	02/01/2016	1053
100715710	TEST COVERAGE FACILITY 3	Facility	Open	12/28/2015	1051
100715574	TEST COVERAGE FACILITY 2	Facility	Open	12/14/2015	1050
100715573	TEST COVERAGE FACILITY 1	Facility	Open	12/14/2015	1049

Showing 1 to 5 of 5 entries



Searching is also tied to security. Search results will only yield cases that the user has permissions to see.

Searching on Birth Date

For most date fields in CIRTS, the user may either type the date in mm/dd/yyyy format or select the date by clicking on it in the calendar.

Birth Date(mm/dd/yyyy):

Mother's Maiden Name:

City:

Record Type:

Mother's First Name:

Mother's Last Name:

Home Phone:

Search Options



Please do not use the Inexact option at this time. It is not fully functional and will be updated in a future CIRTS release.

The screenshot shows the 'Search Case' dialog box. On the left, under 'Search Criteria', the 'Birth Date(mm/dd/yyyy)' field is highlighted with a red box and labeled '(Inexact)'. The 'Search Results' pane on the right is empty, displaying 'No search done' and 'Showing 0 to 0 of 0 entries'. Navigation buttons (First, Previous, Next, Last) are visible at the bottom right of the results pane.

4. Optionally: Select the appropriate additional **Search Options**.
5. Click the **Search** button to perform the search.

The Search Results will be displayed in a pane at the right of the Search Case dialog box.

The screenshot shows the 'Search Case' dialog box with search results. The 'Search Criteria' section on the left includes fields for Last Name (Ti*), First Name (T*), Birth Date (01/01/2015, labeled '(Inexact)'), Gender, Street, City (Hartford), State, Zip Code, Record Type (Immunization Record), Mother's First Name, Mother's Last Name, and Home Phone. Below these are 'Sort Options' (Sort By: Create Date, Sort Order: Descending) and 'Search Options' (Search History, Search Soundex). The 'Search Results' pane on the right displays a table with 5 entries. Navigation buttons (First, Previous, 1, Next, Last) are at the bottom right of the results pane, and 'Select' and 'Cancel' buttons are at the bottom left.

CIRTS ID	Name	Birth Date(mm/dd/yyyy)	Record Type	Status	Create Date	Report ID
100717839	Tony Tiger	01/01/2015	Immunization Record	Open	05/25/2016	PBWETGDQCECTI
100717838	Tillie Tiger	01/01/2015	Immunization Record	Open	05/25/2016	PBWETGDPYBCTH
100717837	Tiny Tiger	01/01/2015	Immunization Record	Open	05/25/2016	PBWETGDPVMCTG
100717836	Tina Tiger	01/01/2015	Immunization Record	Open	05/25/2016	PBWETGDIRECTF
100715951	Tigger T Tiger	01/01/2015	Immunization Record	Open	05/13/2016	PBWETDWWFFVF

The Search Results pane displays a navigation bar to let you scroll through the results if there are multiple records returned. Click the appropriate navigation button (**First, Prev, Next, Last**) or page number button to find the correct results record.

Search Results						
CIRTS ID	Name	Birth Date(mm/dd/yyyy)	Record Type	Status	Create Date	Report ID
100717839	Tony Tiger	01/01/2015	Immunization Record	Open	05/25/2016	PBWETGDQCECTI
100717838	Tillie Tiger	01/01/2015	Immunization Record	Open	05/25/2016	PBWETGDPYBCTH
100717837	Tiny Tiger	01/01/2015	Immunization Record	Open	05/25/2016	PBWETGDPVMCTG
100717836	Tina Tiger	01/01/2015	Immunization Record	Open	05/25/2016	PBWETGDIRECTF
100715951	Tigger T Tiger	01/01/2015	Immunization Record	Open	05/13/2016	PBWETDWFFVF

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

To see more of the record data than what is displayed in the Search Results table, click the Preview button to the right of the CIRTS ID to display the Preview window.

Search Results						
CIRTS ID	Name	Birth Date(mm/dd/yyyy)	Record Type	Status	Create Date	Report ID
100715559	Tigger T Tiger	01/01/2015	Immunization Record	Open	03/28/2016	PEQESVDYAJBT
		11/22/2013	Immunization Record	Open	12/11/2013	PCEMSSKSLBMQ
		10/28/2013	Immunization Record	Open	11/19/2013	PCEMONMFHCB
		08/09/2013	Immunization Record	Open	08/22/2013	PCELXSTDNDX
		02/18/2013	Immunization Record	Open	03/05/2013	PCEKROEMNQX
		11/01/2012	Immunization Record	Open	11/14/2012	PCEJWOSMXPR
		10/06/2012	Immunization Record	Open	10/18/2012	PCEJRMCLNKH

Preview

CIRTS ID: 100715559

Name: Tigger T Tiger

Birth Date (mm/dd/yyyy): 01/01/2015

Address: 1 Honeypot Lane, Hartford, CT 06001

Gender: Male

Enrolled in CIRTS: Yes

Mother's Maiden Name: Tigress

- If the search does not find the case that you want, click the **Clear** button to re-set the search criteria to do a new search.

Search Case

Search Criteria

Last Name: T*

First Name: T*

Birth Date(mm/dd/yyyy): 02/02/2015 (Inexact)

Gender: [Dropdown]

Street: [Text]

City: Hartford

State: [Dropdown]

Zip Code: [Text]

Record Type: Immunization Record

Mother's First Name: [Text]

Mother's Last Name: [Text]

Home Phone: [Text]

Site ID: [Text]

Sort Options

Sort By: Create Date

Sort Order: Descending

Search Options

Search History: ☐

Search Soundex: ☐

Search [Clear]

Search Results

CIRTS ID	Name	Birth Date(mm/dd/yyyy)	Record Type	Status	Create Date	Report ID
----------	------	------------------------	-------------	--------	-------------	-----------

No results found

Showing 0 to 0 of 0 entries

First Previous Next Last

Select Cancel

7. If the search does find the case that you want, either:

- **double-click** the results record
or
- click the results record and then click the **Select** button to open the case in the Maven CIRTS Dashboard screen.

Search Case

Search Criteria

Last Name: T*

First Name: T*

Birth Date(mm/dd/yyyy): (Inexact) 01/01/2015

Gender: [Dropdown]

Street: [Text]

City: Hartford

State: [Dropdown]

Zip Code: [Text]

Record Type: Immunization Record

Mother's First Name: [Text]

Mother's Last Name: [Text]

Home Phone: [Text]

Site ID: [Text]

Sort Options

Sort By: Create Date

Sort Order: Descending

Search Options

Search History: ☐

Search Soundex: ☐

Search [Clear]

Search Results

CIRTS ID	Name	Birth Date(mm/dd/yyyy)	Record Type	Status	Create Date	Report ID
100717839	Tony Tiger	01/01/2015	Immunization Record	Open	05/25/2016	PBWETGDQCECTI
100717838	Tillie Tiger	01/01/2015	Immunization Record	Open	05/25/2016	PBWETGDPYBCTH
100717837	Tiny Tiger	01/01/2015	Immunization Record	Open	05/25/2016	PBWETGDPVMCTG
100717836	Tina Tiger	01/01/2015	Immunization Record	Open	05/25/2016	PBWETGDIRECTF
100715951	Tigger T Tiger	01/01/2015	Immunization Record	Open	05/13/2016	PBWETDWWFFVF

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

Select Cancel

The selected record will display in the CIRTS Main screen. The record can now be updated, printed, or reviewed as required.

Connecticut Immunization Registry and Tracking System

Enter Case ID [Search] [Test Provider]

Immunization Record

Summary Information

CIRTS ID: 100715951

Report ID: 100715951

Record Type: Immunization Record

Client: Tigger T Tiger Birth Date(mm/dd/yyyy): 01/01/2015 (1 y 5 m Male)

Case Status: Open

Immunization Summary, Forecast & Schedules:

Children with certain medical conditions/travel plans require vaccinations not forecast by the registry. Additional PCV/PPSV may be indicated for: asplenia/sickle cell; chronic heart, lung and liver disease, diabetes; C5L; cochlear implants; alcoholism; and, immuno-compromising conditions. Additional meningococcal vaccinations may be indicated for travel to sub-Saharan Africa, for persistent complement component deficiencies and asplenia/sickle cell. Links to recommendations are: [Advisory Committee on Immunization Practices \(ACIP\) Recommendations](#)

Mainframe Scheduled Maintenance is every Sunday between 4:00 AM and 9:00 AM. CIRTS is not available during this time.

Summary and Forecast: Immunization Summary Immunization Forecast Immunization Certificate

CDC Schedules: 0-6 yrs Schedule 7-18 yrs Schedule Catch-up Schedule Simplified Schedule Adult Immunization

Overdue Vaccines: Hib, Influenza, MMR, PCV, Varicella

Vaccines Due: Hep A

Enrolled in CIRTS: Yes

VFC Status/Insurance: Unknown / Privately Insured : N/A

Active Clinical Comments: Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Hep

Edit Case Properties

Immunizations Data Concerns Client Info Tasks Case History

Question Packages

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	06/11/2016	Test Provider [TestProvider]
02. Demographics	Record	05/24/2016	Test Provider [TestProvider]
03. CIRTS Consent	Record	05/24/2016	Test Provider [TestProvider]
04. Clinical Comments	Record	05/24/2016	Test Provider [TestProvider]
05. Immunization Detailed History	Record	05/24/2016	Test Provider [TestProvider]
06. Immunization Administration - Current Provider	Record	05/24/2016	Test Provider [TestProvider]
07. Immunization Administration - Historical Provider	Record	06/11/2016	Test Provider [TestProvider]
08. Insurance	Record	05/24/2016	Test Provider [TestProvider]
09. Electronic Birth Certificate Download	Record	05/24/2016	Test Provider [TestProvider]

View Question Package

RECENT CASES

A simple alternative to the regular Search is to use the Recent Cases button on the CIRTS toolbar. This option is a quick method of locating the thirty most recent records on which the user has worked.

1. Click the **Recent Cases** button (the push-pin icon) on the CIRTS Dashboard toolbar.



The Recent Cases screen will be displayed with up to thirty record results.

Recent Cases								
CIRTS ID	Report ID	Client	Status	Record Type	City	Mother's Maiden Name	Access Time	Bookmark
100715951	100715951	Tiger, Tigger T	Open	Immunization Record	Hartford		05/24/2016 03:09 PM	
100715962	100715962	Heffalump, Hattie	Open	Immunization Record	hartford	Henny Penny	05/18/2016 02:45 PM	
100715950	1055	Pooh Pediatrics	Open	Facility	OPEN	OFFLINE	05/16/2016 10:54 AM	
100715963	100715963	Loompas, Oompa	Open	Immunization Record	Hartford	Sally Something	05/16/2016 10:01 AM	

Home

The columns in the Recent Cases screen are:

CIRTS ID	Displays the system-assigned CIRTS ID of a specific record
Report ID	For an Immunization record: <ul style="list-style-type: none"> • same as the CIRTS ID if the record was manually entered into CIRTS • the child's old ID number from the previous system (not the same as the CIRTS ID) if the record was imported into CIRTS from Vital Records For a Facility record: the assigned SiteID (not the same as the CIRTS ID)
Client	The full name of the client or facility
Status	For an Immunization record: Active, Deceased, or Moved Out of State For a Facility record: Open or Closed
Record Type	The type of client record: Facility or Immunization Record
Client Town/Facility Status	For an Immunization record: the town of residence of the client For a Facility record: Open or Closed
Maiden Name/Online Status	For an Immunization record: the maiden name of the client's mother For a Facility record: Online or Offline
Access Time	The date and time that the record was last accessed in CIRTS
Bookmark	Click the Bookmark symbol to "anchor" the selected record in the Recent Cases grid. The symbol will turn yellow and the record will always appear in the screen.

- Click the **CIRTS ID** link of the record to be opened. This action will close the Recent Cases window and will open the record in the CIRTS Main screen.

Recent Cases								
Recent Cases								
CIRTS ID	Report ID	Client	Status	Record Type	City	Mother's Maiden Name	Access Time	Bookmark
100715951	100715951	Tiger, Tigger T	Open	Immunization Record	Hartford		05/24/2016 03:09 PM	
100715962	100715962	Heffalump, Hattie	Open	Immunization Record	hartford	Henny Penny	05/18/2016 02:45 PM	
100715950	1055	Pooh Pediatrics	Open	Facility	OPEN	OFFLINE	05/16/2016 10:54 AM	
100715963	100715963	Loompas, Oompa	Open	Immunization Record	Hartford	Sally Something	05/16/2016 10:01 AM	
Home								

- To close the Recent Cases window without selecting and opening a case, click the **Home** button at the bottom of the screen to return to the CIRTS Main screen.

Recent Cases								
Recent Cases								
CIRTS ID	Report ID	Client	Status	Record Type	City	Mother's Maiden Name	Access Time	Bookmark
100715951	100715951	Tiger, Tigger T	Open	Immunization Record	Hartford		05/24/2016 03:09 PM	
100715962	100715962	Heffalump, Hattie	Open	Immunization Record	hartford	Henny Penny	05/18/2016 02:45 PM	
100715950	1055	Pooh Pediatrics	Open	Facility	OPEN	OFFLINE	05/16/2016 10:54 AM	
100715963	100715963	Loompas, Oompa	Open	Immunization Record	Hartford	Sally Something	05/16/2016 10:01 AM	
Home								

Chapter 3: Immunization Record Creation and Management

OVERVIEW

Purpose

Explain how to create a new Immunization record in CIRTS

Objectives

- Create a new Immunization record
- Enter Client record information
- Manage duplicate child records
- View record Concerns
- Change properties and client information for existing records



Provider Site users can create only Immunization records. Only DPH Administrators can create Facility records.

WORKING WITH RECORDS IN CIRTS

This chapter will focus on creating and modifying records.



The availability of some system functionality will vary according to the specific role of the user. For example, a user with the Provider Site role does not have the permissions to “Edit Case Properties” or “Add Address”; the buttons for those functions will be dimmed and unavailable.

To create an immunization record in CIRTS

1. Before creating a immunization record, *always* perform a thorough search to see if the record has already been entered into the CIRTS system. This will help prevent duplicate information in the system and help ensure the integrity of the data.
2. Click the **Add New Case** button (the “blank page” icon) on the CIRTS Dashboard toolbar.



The Add New Patient screen will display.

Add New Patient

Record Information

Record Type: Immunization Record

Patient Information

First Name: Middle Name: Last Name:

Suffix: Alias:

Mother's Maiden Name:

Birth Date(mm/dd/yyyy): Gender: CT

Contact Information

Address Type: Home Street:

City: State: CT Zip Code:

Country: USA

Home Phone: Cell Phone: Work Phone:

Email:

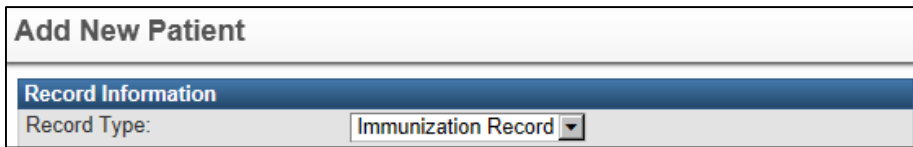
Save Cancel Clear Fields

The Add New Patient screen is divided into three separate sections:

- Record Information
- Patient Information
- Contact Information

RECORD INFORMATION

The first section is Record Information.



Add New Patient

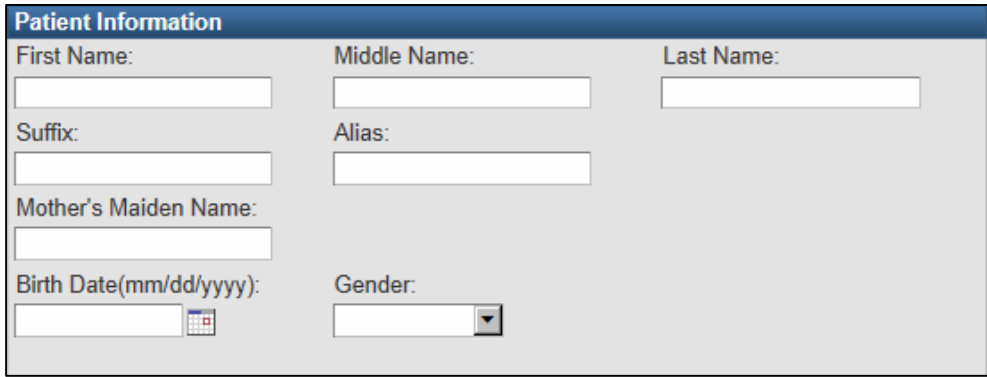
Record Information

Record Type: Immunization Record

In the **Record Type** list, Immunization Record is the only option.

PATIENT INFORMATION

The second section is Patient Information.




Patient Information

First Name: Middle Name: Last Name:

Suffix: Alias:

Mother's Maiden Name:

Birth Date(mm/dd/yyyy):  Gender:



Remember: In order to avoid duplicate data entry, prior to creating the new record, the **Search** feature should be used to locate a client who may already be in CIRTS. See Chapter 2 in this guide for information related to Searching.

The Patient Information section requires the following fields:

- First Name
 - Last Name
 - Birth Date
3. Enter the Patient Information data field information

4. If the field data is not entered or if there is some other type of data entry error, an Error screen will display when the Save button is clicked

Add New Patient

Please correct the indicated errors before proceeding:

- Date of birth not specified

Record Information

Record Type: Immunization Record

Patient Information

First Name: Tigger Middle Name: Last Name: Tiger

Suffix: Alias:

Mother's Maiden Name:

Birth Date(mm/dd/yyyy): Gender: Male

Contact Information

Address Type: Home Street: 1 Main St

City: Hartford State: CT Zip Code: 06001

Country: USA

Home Phone: Cell Phone: Work Phone:

Email:

Clear Fields

Save Cancel



The patient record will not be created until the error is corrected and all required data has been entered.

CONTACT INFORMATION

The third section is Contact Information.

The screenshot shows a web form titled "Contact Information". The form contains the following fields and controls:

- Address Type:** A dropdown menu with "Home" selected.
- Street:** Two stacked text input fields.
- City:** A text input field.
- State:** A dropdown menu with "CT" selected.
- Zip Code:** A text input field.
- Country:** A dropdown menu with "USA" selected.
- Home Phone:** A text input field.
- Cell Phone:** A text input field.
- Work Phone:** A text input field.
- Email:** A text input field.
- Clear Fields:** A blue button located at the bottom right of the form.

The Contact Information section requires the following fields:

- Street Address
- City
- Zip Code

Note that some fields (Address Type as Home and State as CT) are filled in by default, but if the information is incorrect, simply use the dropdown menu and select the appropriate entry. Any data that needs to be changed after entry can always be updated later using the Demographics Question Package and the Edit Person screen.

5. Click the **Save** button to create the record and return to the CIRTS main screen.

DUPLICATE CHILD RECORDS

When an Immunization record is added, CIRTS will check existing records on key fields (name, address, date of birth, etc.) for a potential duplicate child record. If a potential match is found, the **Client Matches** screen will display.

1. Always check the **Mark as pending deduplication** box if you create a new case. This will ensure that DPH can review the record to verify that it is really not a duplicate.

Client Matches

Please review the existing cases before proceeding.

Entered Information:

Name:	Tigger Tiger
Gender:	Male
Birth Date(mm/dd/yyyy):	01/01/2015
Address:	1 Main Street, Hartford, CT 06001
Country:	USA
Phone:	
Email:	

☒ **Mark as pending deduplication**

Potential Client Match Found!

Matched Record 1

Name:	Tigger T Tiger [Details]
Gender:	Male
Birth Date(mm/dd/yyyy):	01/01/2015
Address:	1 Honeypot Lane, Hartford, CT 06001
Country:	USA
Phone:	(H) (860) 222-3456
Email:	

Patients

CIRTS ID	Report ID	Status	Record Type	City	Mother's Maiden Name	Plurality	Mother's First Name	Mother's Last Name	Mother's Maiden Name	Mother's DOB	Birth Hospital	Action
100715559	100715559	Open	Immunization Record	Hartford	Tigress				Tigress		OTHER HOSPITAL	Use this existing record

2. If this is not a duplicate child, click the **Create new case and person** button.

Client Matches

Please review the existing cases before proceeding.

Entered Information:

Name:	Tigger Tiger
Gender:	Male
Birth Date(mm/dd/yyyy):	01/01/2015
Address:	1 Main Street, Hartford, CT 06001
Country:	USA
Phone:	
Email:	

☐ **Mark as pending deduplication**

3. If this is a duplicate child, click the **Use this existing record** link in the Patients list of the Potential Client Match Found section.

Potential Client Match Found!

Matched Record 1												
Name:	Tigger T Tiger [Details]											
Gender:	Male											
Birth Date(mm/dd/yyyy):	01/01/2015											
Address:	1 Honeypt Lane, Hartford, CT 06001											
Country:	USA											
Phone:	(H) (860) 222-3456											
Email:												

Patients												
CIRTS ID	Report ID	Status	Record Type	City	Mother's Maiden Name	Plurality	Mother's First Name	Mother's Last Name	Mother's Maiden Name	Mother's DOB	Birth Hospital	Action
100715559	100715559	Open	Immunization Record	Hartford	Tigress				Tigress		OTHER HOSPITAL	Use this existing record

4. Click the **Cancel** button to stop the Add New Case process. The record will not be added into CIRTS.

Client Matches

Please review the existing cases before proceeding.

Entered Information:												
Name:	Tigger T Tiger											
Gender:	Male											
Birth Date(mm/dd/yyyy):	01/01/2015											
Address:	1 Main St, hartford, CT 06001											
Country:	USA											
Phone:												
Email:												

☐ Mark as pending deduplication

Potential Client Match Found!

Matched Record 1												
Name:	Tigger T Tiger [Details]											
Gender:	Male											
Birth Date(mm/dd/yyyy):	01/01/2015											
Address:	1 Honeypt Lane, Hartford, CT 06001											
Country:	USA											
Phone:	(H) (860) 222-3456											
Email:												

Patients												
CIRTS ID	Report ID	Status	Record Type	City	Mother's Maiden Name	Plurality	Mother's First Name	Mother's Last Name	Mother's Maiden Name	Mother's DOB	Birth Hospital	Action
100715559	100715559	Open	Immunization Record	Hartford	Tigress				Tigress		OTHER HOSPITAL	Use this existing record

CHANGING PATIENT INFORMATION

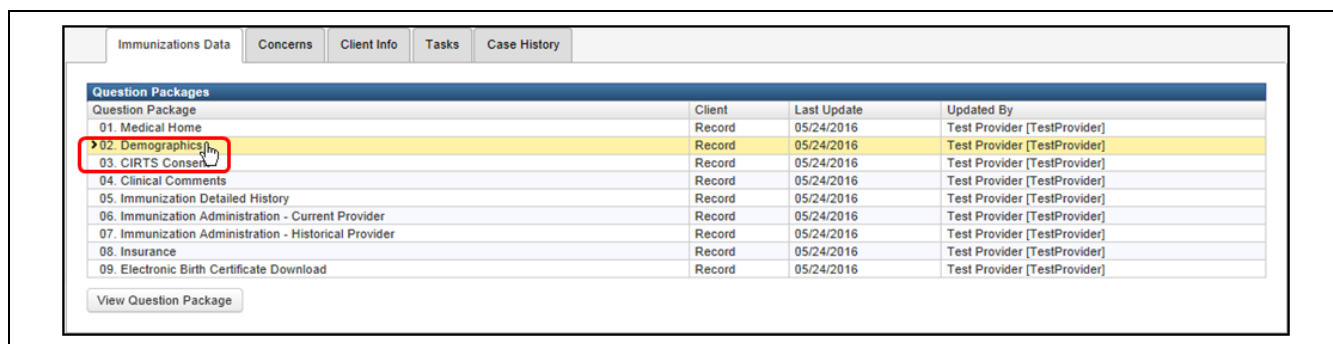
The role of Provider Site user does not have system permissions to change, add, or delete patient information such as Name, Birth Date, Gender, etc. after the patient record has been created. The only patient information that a Provider Site user can change is the address information. Please contact the DPH Administrator for changes to any other patient information data.

To change patient address information

1. Click the **Immunizations Data** tab in the Patient Information section to display the Question Packages table.



2. Double-click the **Demographics** Question Package.



The Demographics Question Package will display.

02. Demographics - Tigger T Tiger - Immunization Record

[Expand Details](#)

Demographics			
Address (Home)			
Street	1 Honeypot Lane	City	Hartford
State	CT	Zip code	06001
Email		Home Phone	(860) 222-3456
Work Phone		Cell Phone	
Birth Date (mm/dd/yyyy)	01/01/2015	Gender	Male
Above Client Info will be updated based on the Current Responsible Care Giver information below if the information is complete (*).			
Race	Unknown	Ethnicity	Unknown
Birth Country	USA	Birth State	CT
Language	English American	VFC Date Screened (mm/dd/yyyy) *	
* VFC-Eligibility (Must be screened every time a vaccine is administered) (To be completed by Provider Users only)		VFC Status	
Enrolled in CIRTS (Change Enrolled in CIRTS):		Unknown	
YES			
Current Responsible Care Giver Type			
Current Responsible Care Giver: Mother			
Responsible Care Giver(s) Information			
Care Giver Type	Mother	Add New	
First Name		Middle Name	
Last Name		Maiden Name	Tigress
Date of Birth (mm/dd/yyyy)		Street address *	
City *		State *	CT
Zip code *		Home Phone	
Work Phone		Cell Phone	
Email			
* Indicates required field			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

3. Enter the new address information in the **Responsible Care Giver(s) Information** section of the Question Package.



In order to change the address and phone information of the child, the address and phone information must be changed here in the Responsible Care Giver(s) Information section. Please make sure you select the Current Responsible Care Giver.

4. Click the **Save** button.



The Current Responsible Care Giver Address is the child's primary home address.

Responsible Care Giver(s) Information			
Care Giver Type	Mother	Add New	
First Name		Middle Name	
Last Name		Maiden Name	Tigress
Date of Birth (mm/dd/yyyy)		Street address *	1 Honeypot Lane
City *	Hartford	State *	CT
Zip code *	06001	Home Phone	
Work Phone		Cell Phone	
Email			
* Indicates required field			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

The new address information will now display in the Client Info tab table.

Immunizations Data	Concerns	Client Info	Tasks	Case History
Client Info				
Name	Gender	Birth Date(mm/dd/yyyy)	Address	Status
▶ Tigger T Tiger	Male	01/01/2015	1 Honeypot Lane, Hartford, CT 06001	Active

Chapter 4: The Main Application CIRTS Environment

OVERVIEW

Purpose

Describe the basic operating environment of CIRTS

Objectives

- Explain the four elements of the CIRTS environment
 1. The CIRTS Dashboard
 2. Edit Profile/Logout Bar
 3. Immunization/Organization Record
 4. Patient/Facility Information
-

THE CIRTS ENVIRONMENT

The CIRTS environment is divided into four separate areas:

1. **Dashboard:** contains icons that perform the majority of the functions within the application. Depending on a user's role, the number of icons in the toolbar may vary. For example, a DPH Administrator user will see the "Manage People and Facilities" icon, while Provider Site user will not see that icon because the assigned role does not permit that action.
2. **Edit Profile/Logout:** has a dropdown list with commands to edit the User Profile, change Password, and Logout of the CIRTS application.
3. **Immunization/Organization Record:** contains summary information specific to each immunization or organization record depending on the type of record that has been opened. If an immunization record was opened, the section will have the heading "Immunization Record". If a facility record was opened, the section will have the heading "Organization Record".
4. **Patient/Facility Information:** contains the detailed information about the immunization record or facility record depending on the type of record that has been opened. If an immunization record was opened, the first section tab will be "Immunizations Data". If a facility record was opened, the first section tab will be "Facility Data".

CIRTS Main Screen for a Facility Record

Connecticut Immunization Registry and Tracking System

Home Button

Enter Case ID Search Test Provider

Dashboard Case ID Search Edit Profile/Logout

Organization Record

Summary Information

CIRT ID:	100712592 (Read Only)
Facility ID:	1033
Record Type:	Facility
Client:	Test Facility Phone: (234) 234-2342
Case Dates:	Create Date: 09/25/2014
Case Status:	Open

Edit Case Properties

Facility Data Concerns Facility Info Tasks Case History

Question Packages

Question Package	Facility	Last Update	Updated By
Facility Demographics	Record	09/25/2014	Abhilasha Korade [KoradeA]

View Question Package

Facility Information



The Provider Site role does not have the permissions to create or edit a facility record. The record is opened in Read-Only mode and the Dashboard does not contain the Add New icon.

CIRTS Main Screen for an Immunization Record

Connecticut Immunization Registry and Tracking System

Home Button Enter Case ID Search Test Provider +

Dashboard Case ID Search Edit Profile/Logout

Immunization Record

Summary Information

CIRTS ID: 100715510
 Report ID: 100715510
 Record Type: Immunization Record
 Client: **Tigger Tiger** Birth Date(mm/dd/yyyy): 01/01/2014 (2 y 2 m Male)
 Case Status: Open
 Immunization Summary, Forecast & Schedules: Children with certain medical conditions/travel plans require vaccinations not forecast by the registry. Additional PCV/PPSV may be indicated for: asplenia/sickle cell; chronic heart, lung and liver disease; diabetes; CSFII; cochlear implants; alcoholism; and, immuno-compromising conditions. Additional meningococcal vaccinations may be indicated for travel to sub-Saharan Africa, for persistent complement component deficiencies and asplenia/sickle cell. Links to recommendations are: [Advisory Committee on Immunization Practices \(ACIP\) Recommendations](#)

Summary and Forecast: Immunization Summary Immunization Forecast Immunization Certificate
 CDC Schedules : 0-6 yrs Schedule 7-18 yrs Schedule Catch-up Schedule Simplified Schedule Adult Immunization
 Overdue Vaccines: **DTPaP, Hep A, Hep B, Hib, Influenza, MMR, PCV, Polio, Varicella**
 Vaccines Due: None
 Enrolled in CIRTS: Yes
 VFC Status/Insurance: Unknown / Privately Insured : N/A

Edit Case Properties

Immunizations Data Concerns Client Info Tasks Case History

Patient Information

Question Packages

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	03/20/2016	Test Provider [TProvider]
02. Demographics	Record	03/20/2016	Test Provider [TProvider]
03. CIRTS Consent	Record	03/20/2016	Test Provider [TProvider]
04. Clinical Comments	Record	03/20/2016	Test Provider [TProvider]
05. Immunization Detailed History	Record	03/20/2016	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	03/20/2016	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	03/20/2016	Test Provider [TProvider]
08. Insurance	Record	03/20/2016	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	03/20/2016	Test Provider [TProvider]

View Question Package

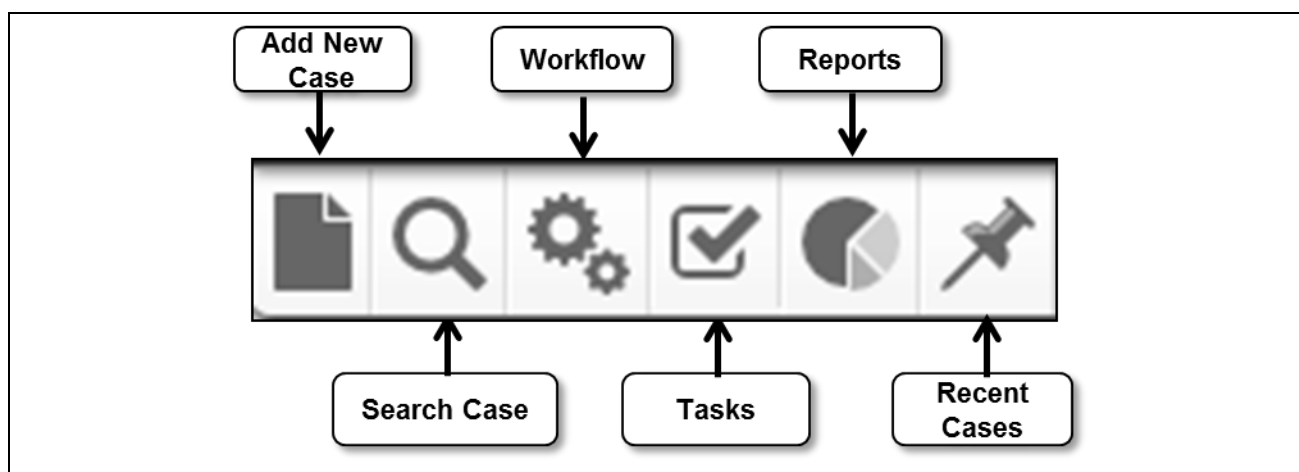
THE DASHBOARD

The CIRTS Dashboard is the point from which most actions take place. Here are some examples of what users can access from this screen:

- Create a new immunization record
- Search for an existing immunization or facility record
- Access the Workflow queues
- View a task
- Generate reports
- View recently accessed records

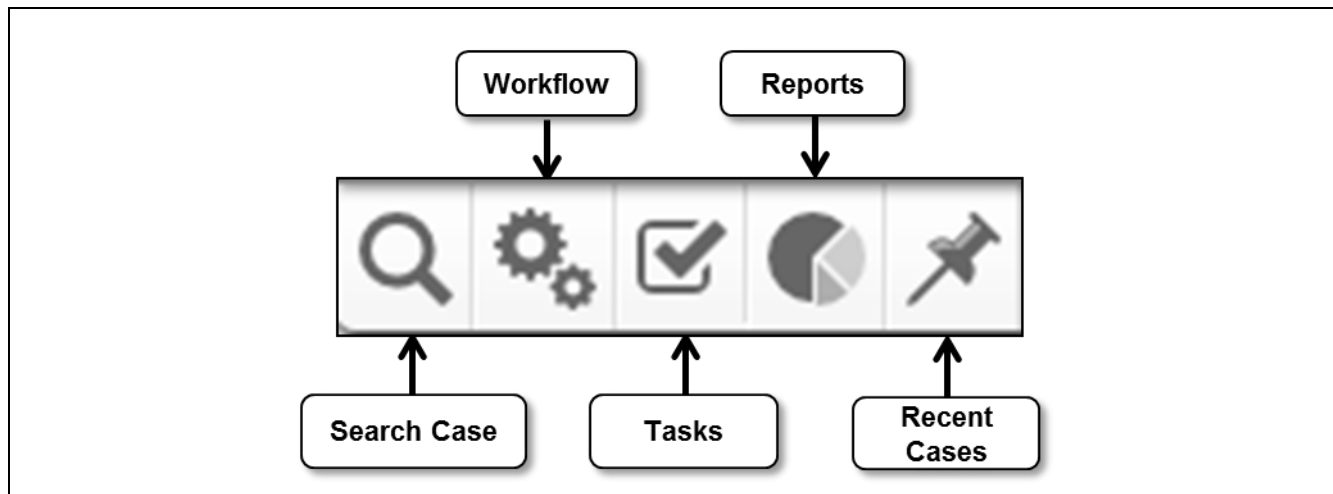
The design of the CIRTS is “context-sensitive”. This means that the content of toolbars and dialog boxes will change according to the current login role. For example, when you first log into the system and before a CIRTS record is opened, the following generic Dashboard icons will be displayed.

Generic and Immunization Record Dashboard Icons



The same icons will be displayed when an Immunization record is created or opened.

When a Facility record is created or opened, the Dashboard icons will change to be specific to a Facility record. The CIRTS Facility record Dashboard icons are illustrated below. Note that there is no “Add a New Case” icon in the Facility record Dashboard; only DPH Administrators can create a Facility record.

Facility Record Dashboard Icons**CIRTS DASHBOARD ICONS**

	Add New Case	Used to create a new immunization record – facility records cannot be created by Provider Site users
	Search Case	Used to search for an existing immunization or facility record based on various search criteria
	Workflow	Used to view user specified workflow
	Tasks	Used to create, assign, and update status of specific tasks
	Reports	Used to generate and print reports based on data entered in CIRTS
	Recent Cases	Provides easy access to the previous 30 cases that have been worked on by the current user

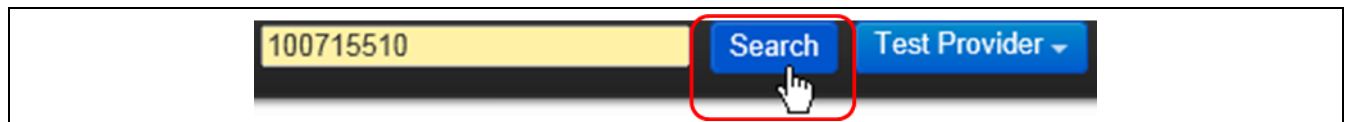
CASE ID SEARCH BAR

The Case ID Search bar allows the user to:

- **Find and Open an Immunization or Facility record:** To locate a record by its CIRTS Case ID, enter the Case ID in the textbox and either press the **Enter** key on the keyboard or click the **Search** button.

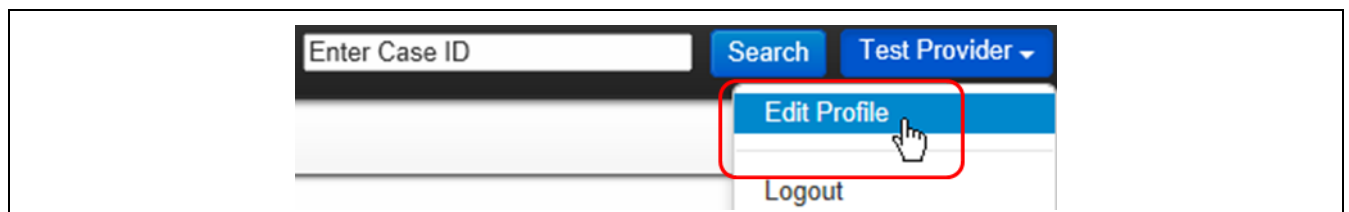


The CIRTS ID is system generated and cannot change - please confirm that the correct facility record or child immunization record is displayed.

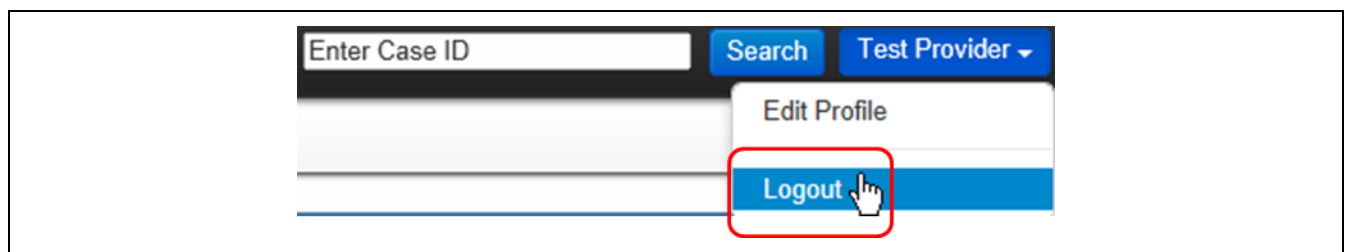


EDIT PROFILE/LOGOUT BAR

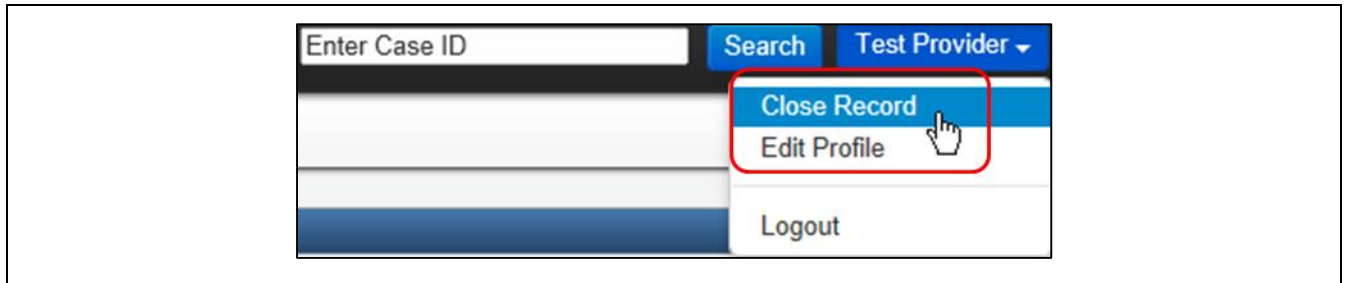
- **Edit the User Profile and Change Password:** Click the **Edit Profile** command. This action will display the Edit User Information screen.



- **Logout:** To logout of the system, click the **Logout** button. This action will take the user back to the login screen.



- **Close Record:** When either an immunization or facility record is open, the Close Record command displays. To close the record and return to the CIRTS Splash screen, click the **Close Record** button.



IMMUNIZATION/ORGANIZATION RECORD

The Immunization/Organization section contains summary information specific to each immunization or organization record depending on the type of record that has been opened. If an immunization record was opened, the section will have the heading “Immunization Record”. If a facility record was opened, the section will have the heading “Organization Record”.

This section is divided into two parts:

- Summary Information
- Edit Case Properties button

The Edit Case Properties button opens the Edit Case Properties dialog box when clicked. This feature is not available to the Provider Site role.

Immunization Record

Summary Information	
CIRTS ID:	100715951
Report ID:	100715951
Record Type:	Immunization Record
Client:	Tigger T Tiger Birth Date(mm/dd/yyyy): 01/01/2015 (1 y 5 m Male)
Case Status:	Open
Immunization Summary, Forecast & Schedules:	<p>Children with certain medical conditions/travel plans require vaccinations not forecast by the registry. Additional PCV/PPSV may be indicated for: asplenia/sickle cell; chronic heart, lung and liver disease; diabetes; CSFL; cochlear implants; alcoholism; and, immuno-compromising conditions. Additional meningococcal vaccinations may be indicated for travel to sub-Saharan Africa, for persistent complement deficiencies and asplenia/sickle cell. Links to recommendations are: Advisory Committee on Immunization Practices (ACIP) Recommendations</p> <p>Mainframe Scheduled Maintenance is every Sunday between 4:00 AM and 9:00 AM. CIRTS is not available during this time.</p> <p>Summary and Forecast: Immunization Summary Immunization Forecast Immunization Certificate</p> <p>CDC Schedules : 0-6 yrs Schedule 7-18 yrs Schedule Catch-up Schedule Simplified Schedule Adult Immunization</p> <p>Overdue Vaccines: Hib, Influenza, MMR, PCV, Varicella</p> <p>Vaccines Due: Hep A</p> <p>Enrolled in CIRTS: Yes</p> <p>VFC Status/Insurance: Unknown / Privately Insured : N/A</p> <p>Active Clinical Comments: Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Hep</p>

[Edit Case Properties](#)

SUMMARY INFORMATION

The Summary Information section highlights the following subjects for every record.

Immunization Record

Summary Information	
CIRT ID:	100715951
Report ID:	100715951
Record Type:	Immunization Record
Client:	Tigger T. Tiger Birth Date(mm/dd/yyyy): 01/01/2015 (1 y 5 m Male)
Case Status:	Open
Immunization Summary, Forecast & Schedules:	<p>Children with certain medical conditions/travel plans require vaccinations not forecast by the registry. Additional PCV/PPSV may be indicated for: asplenia/sickle cell; chronic heart, lung and liver disease; diabetes; CSFII; cochlear implants; alcoholism; and, immuno-compromising conditions. Additional meningococcal vaccinations may be indicated for travel to sub-Saharan Africa, for persistent complement component deficiencies and asplenia/sickle cell. Links to recommendations are: Advisory Committee on Immunization Practices (ACIP) Recommendations</p> <p>Mainframe Scheduled Maintenance is every Sunday between 4:00 AM and 9:00 AM. CIRTS is not available during this time.</p> <p>Summary and Forecast: Immunization Summary Immunization Forecast Immunization Certificate</p> <p>CDC Schedules : 0-6 yrs Schedule 7-18 yrs Schedule Catch-up Schedule Simplified Schedule Adult Immunization</p> <p>Overdue Vaccines: Hib, Influenza, MMR, PCV, Varicella</p> <p>Vaccines Due: Hep A</p> <p>Enrolled in CIRTS: Yes</p> <p>VFC Status/Insurance: Unknown / Privately Insured : N/A</p> <p>Active Clinical Comments: Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Hep</p>

[Edit Case Properties](#)

CIRTS ID	The unique record number automatically assigned by the CIRTS is displayed here
Report ID	<p>For an Immunization record:</p> <ul style="list-style-type: none"> same as the CIRTS ID if the record was manually entered into CIRTS the child's old ID number from the previous system (not the same as the CIRTS ID) if the record was imported into CIRTS from Vital Records <p>For a Facility record: the assigned SiteID (not the same as the CIRTS ID)</p>
Record Type	The type of CIRTS record: Immunization or Facility
Client	<p>The client about whom data is entered when a record is input into CIRTS - clicking the name link displays the Client/Facility Summary which provides additional demographic information</p> <ul style="list-style-type: none"> Contains Name, Birth Date, and Phone for Immunization record Contains Name and Phone for Facility record
Case Dates	<u>Displays for Facility records only</u> – contains the record Create Date
Case Status	The current status of the CIRTS record: Open or Closed
Immunization Summary, Forecast & Schedules	<p><u>Displays for Immunization records only</u> –contains links to:</p> <ul style="list-style-type: none"> Client's Immunization Summary, Forecast, and Certificate CDC Schedules Due and Overdue vaccines CIRTS enrollment status VFC/Insurance status Active Clinical Comments

Notifications

Displays for Facility records only – contains any facility notifications. This section will only display if there is an active Concern with a status of Very High.



If there is an open Concern (with a Severity of Very High) on an Immunization record, the Concern will be displayed in red text at the beginning of the Immunization Summary, Forecast & Schedules section. Refer to the instructions in Chapter 6 (Concerns) of this guide for complete information on using Concerns.

PATIENT/FACILITY INFORMATION

The Patient/Facility Information contains the detailed information about the immunization record or facility record depending on the type of record that has been opened. If an immunization record was opened, the section will have the heading “Patient Information”. If a facility record was opened, the section will have the heading “Facility Information”.

The Patient/Facility Information section is divided into two smaller sections:

- Tabs
- Basic Information or Details

The Basic Information/Details section will change based on which of the Patient/Facility Information Tabs is activated. For example, if the Immunization Data Tab is activated for an immunization record, the Question Packages are listed. A Record Tab is activated by clicking on it.

Patient Information for an Immunization Record

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	03/20/2016	Test Provider [TProvider]
02. Demographics	Record	03/20/2016	Test Provider [TProvider]
03. CIRTS Consent	Record	03/20/2016	Test Provider [TProvider]
04. Clinical Comments	Record	03/20/2016	Test Provider [TProvider]
05. Immunization Detailed History	Record	03/20/2016	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	03/20/2016	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	03/20/2016	Test Provider [TProvider]
08. Insurance	Record	03/20/2016	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	03/20/2016	Test Provider [TProvider]

Facility Information for a Facility Record

Question Package	Facility	Last Update	Updated By
Facility Demographics	Record	09/25/2014	Abhilasha Korade [KoradeA]

PATIENT INFORMATION TABS

The Patient Information Tabs section has five tabs:



Immunization Data	Clicking the Immunization Data tab presents the user with the Question Packages specific to the client's demographic and immunization record
Concerns	Clicking the Concerns tab allows the user to view and add concerns/issues regarding the record - currently, there are five levels of Concerns severity in CIRTS
Client Info	Clicking the Client Info tab allows the user to view demographic information for the client - only DPH Administrators can edit Patient Information in the Client Info tab
Tasks	Clicking the Tasks tab allows the user to view and add tasks to the open record - tasks will display here regardless of who is assigned the task
Case History	Clicking the Case History tab will display a chronological list of changes that have been applied to the record

PATIENT INFORMATION: IMMUNIZATION DATA

The Immunization Data Tab contains the record's Question Packages.

Immunizations Data

Concerns

Client Info

Tasks

Case History

Question Packages

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	05/24/2016	Test Provider [TestProvider]
02. Demographics	Record	05/24/2016	Test Provider [TestProvider]
03. CIRTS Consent	Record	05/24/2016	Test Provider [TestProvider]
04. Clinical Comments	Record	05/24/2016	Test Provider [TestProvider]
05. Immunization Detailed History	Record	05/24/2016	Test Provider [TestProvider]
06. Immunization Administration - Current Provider	Record	05/24/2016	Test Provider [TestProvider]
07. Immunization Administration - Historical Provider	Record	05/24/2016	Test Provider [TestProvider]
08. Insurance	Record	05/24/2016	Test Provider [TestProvider]
09. Electronic Birth Certificate Download	Record	05/24/2016	Test Provider [TestProvider]

View Question Package

A Question Package is a group of questions that share a common theme. There are nine Question Packages for a CIRTS Immunization record: Medical Home, Demographics, CIRTS Consent, Clinical Comments, Immunization Detailed History, Immunization Administration – Current Provider, Immunization Administration – Historical Provider, Insurance, and Electronic Birth Certificate Download.

The Question Package table is divided into four columns. Those columns are:

Question Package	Identifies the title of the Question Packages
Client	Will always be "Record"
Last Update	Displays the date that each Question Package was last updated
Updated By	Identifies the CIRTS username for the user that made the last update or modification to the Question Package

The Question Package may be viewed either by selecting it and then clicking on the View Question Package button or by double-clicking on the Question Package title in the table.

View Question Package

PATIENT INFORMATION: CONCERNS

The Concerns tab is used to enter information regarding any immunization concerns/issues that a Provider has about the client. If a Concern is assigned a Severity type of “Very High”, the Concern will be displayed in red text at the beginning of the Immunization Summary section of the Immunization record.

The Concerns section is further divided into two sections:

- Concerns
- Concern – Details

The Concerns table is divided into six columns. Those columns are:

Concern	The Concern name. This is system-generated and will be “MANUAL” for a user-defined Concern.
Description	The Concern description entered by the Provider.
Client	Indicates the name of the client involved in the concern
Last Update	Displays the date that the concern was last updated
Severity	Identifies the severity of the concern: Very Low, Low, Medium, High, Very High
Status	Refers to the current status of the concern - either Active or Resolved

To view or modify a concern

1. Click on the concern in the Concerns table and then click the **Update Concern** button.

Concerns					
Concern	Description	Client	Last Update	Severity	Status
MANUAL1	Alternate Schedule	Tigger T Tiger	05/24/2016	Very High	Active

The Edit Concern dialog box will display.

Edit Concern - Tigger T Tiger - Immunization Record

Concern Information	
Concern:	MANUAL1
Client:	Tigger T Tiger
Create Date:	05/24/2016
Last Update:	05/24/2016
Updated By:	Test Provider [TestProvider]
Severity:	Very High
Status:	Active
Description:	Alternate Schedule
Notes:	Parents have requested an alternate immunization schedule

This screen allows the user to specify that the concern has been resolved and also allows the user to make a note which will persist throughout the life of the record.

2. Set the **Status** to Resolved: to indicate that someone has acknowledged the concern and the appropriate action has been taken.
3. Enter or modify the concern **Description**.
4. Enter any appropriate **Notes**.
5. Click the **Save** button.

PATIENT INFORMATION: CLIENT INFO

The Client Info tab is used to view address or name information as well as to view other historical demographic information. Provider Site users may view, but not modify, client data in this section; only DPH Administrators have the system permissions to edit this data.

The Client Info section is further divided into three sections:

- Client Info Table
- Client Tabs
- Current Information

The screenshot displays the CIRTS application interface for the 'Client Info' tab. At the top, there are navigation tabs: 'Immunizations Data', 'Concerns', 'Client Info' (selected), 'Tasks', and 'Case History'. Below these, the 'Client Info' section is divided into three main areas:

- Client Info Table:** A table with columns: Name, Gender, Birth Date(mm/dd/yyyy), Address, and Status. The first row shows 'Tigger T Tiger', 'Male', '01/01/2015', '1 HoneyPot Lane, Hartford, CT 06001', and 'Active'. An 'Edit Contact' button is located below the table.
- Client Tabs:** A set of tabs for 'Current Information', 'Address History', and 'Demographic History'. The 'Current Information' tab is selected.
- Current Information:** A form displaying detailed client data:

Name:	Tigger T Tiger
Alias:	
Birth Date(mm/dd/yyyy):	01/01/2015
Age:	1 y 2 m
Gender:	Male
Address:	1 HoneyPot Lane Hartford, CT 06001
Country:	USA
Home Phone:	(860) 222-3456
Cell Phone:	
Work Phone:	
Email:	

The Client Info table is divided into five columns. Those columns are:

Name	Indicates the name of the client in the immunization record
Gender	Indicates the Gender of the client: Male, Female, Transgender
Birth Date	Indicates the date of birth of the client
Address	Displays the current address of the client
Status	Refers to the current status of the client: Active, Deceased, Moved Out of State

The Client Tabs section has three tabs: Current Information, Address History, and Demographic History.

Current Information	Address History	Demographic History
---------------------	-----------------	---------------------

Current Information	Contains information such as client Full Name, Birth Date, Gender, Address, and Phone
Address History	Contains information for the current and other historical address(es)
Demographic History	Contains current and historical client information such as client First Name, Last Name, Middle Name, Birth Date, and Gender



Important: The Current Information, Address History, and Demographic History tabs are for DPH Administration use only. Provider Site users should refer to the information in the Demographics Question Package to view or modify client information. In order to change the phone and address information of a child, the information must be changed in the Responsible Care Giver(s) Information section of the Question Package.

Current Information:

Current Information	Address History	Demographic History
---------------------	-----------------	---------------------

Current Information	
Name:	Tigger T Tiger
Alias:	
Birth Date(mm/dd/yyyy):	01/01/2015
Age:	1 y 2 m
Gender:	Male
Address:	1 HoneyPot Lane Hartford, CT 06001
Country:	USA
Home Phone:	(860) 222-3456
Cell Phone:	
Work Phone:	
Email:	

Address History:

Address History		
Type	Address	Phone
Home * Primary	1 HoneyPot Lane, Hartford, CT 06001	(H) (860) 222-3456
	1 Woods Way, Hartford, CT 06001	(H) (860) 123-4567

Address History			
Effective Dates	Address	Phone	Email
03/28/2016 - 03/28/2016	1 HoneyPot Lane Hartford, CT 06001	(H) (860) 222-3456	
03/20/2016 - 03/28/2016	1 HoneyPot Lane Hartford, CT 06001		

Demographic History:

Demographic History			
Date	Field	Old Value	New Value
03/31/2016	Middle Name	T	Tigress
	Mother's Maiden Name		

If changes are made to the Demographic History data, historical information will be displayed along with the current information. In the above example, a Middle Name and the Mother's Maiden Name were added to the client record; the Demographic History displays the current information in the table followed by the historical information.

PATIENT INFORMATION: TASKS

The Tasks tab provides information about the tasks associated with the open record.

The Tasks section is further divided into two sections:

- **Tasks Table:** The tasks associated with the open record will display in the table at the top of the section
- **Details:** Details about a selected task will display in the bottom of the section

The screenshot displays the 'Tasks' tab in the CIRTS application. The top navigation bar includes 'Immunizations Data', 'Concerns', 'Client Info', 'Tasks' (selected), and 'Case History'. Below the navigation bar, the 'Tasks' section contains a table with columns: Type, Status, Priority, Due Date, Description, Assigned To, and Assigned To Group. The first row shows an 'Assignment' task with status 'Pending', priority 'High', due date '05/01/2016', description 'Possible Duplicates', assigned to 'Test Provider [TProvider]', and assigned to group. Below the table are 'Add Task' and 'Update Task' buttons. The 'Details' section below the table shows fields for Type, Status, Priority, Description, Assigned To, Assigned To Group, Create Date, Created By, Last Update, Updated By, Due Date, Start Date, Complete Date, and Notes. A 'Task Details' label is placed over the details section.

The Tasks table is divided into seven columns. Those columns are:

Type	Displays the type of the task: will always be Assignment
Status	Displays the current status of the task: Pending, In Progress, Completed
Priority	Indicates the task priority as set by the task creator: Very Low, Low, Medium, High, Very High
Due Date	Displays the date that the task is due to be completed
Description	Displays the short description of the task
Assigned To	Indicates the user assigned to perform the task
Assigned To Group	Indicates the group assigned to perform the task

The Add Task feature will be available (or not) based on the assigned user permissions.

The Details section will display summary information about the selected Task.

Details	
Type:	Assignment
Status:	Pending
Priority:	High
Description:	Possible Duplicates
Assigned To:	Test Provider [TProvider]
Assigned To Group:	
Create Date:	03/25/2016
Created By:	Test Provider [TProvider]
Last Update:	03/25/2016
Updated By:	Test Provider [TProvider]
Due Date:	05/01/2016
Start Date(mm/dd/yyyy):	
Complete Date:	
Notes:	Please check for duplicate immunization records

Type	Displays the task type: will always be Assignment
Status	Displays the current status of the task: Pending, In Progress, Completed
Priority	Indicates the task priority as set by the task creator: Very Low, Low, Medium, High, Very High
Description	Displays the short description of the task
Assigned To	Indicates the user assigned to perform the task
Assigned To Group	Indicates the group assigned to perform the task
Create Date	Displays the date that the task was created
Created By	Identifies the user that created the task
Last Update	Displays the date that the task was last updated
Updated By	Identifies the user that made the last update or modification to the task information
Due Date	Displays the date that the task is due to be completed
Start Date	Displays the date that the task was started
Complete Date	Displays the date that the task was completed
Notes	Displays any notes attached to the task

PATIENT INFORMATION: CASE HISTORY

The Case History tab provides information about changes that have been applied to the open immunization record.

The change information will be displayed in chronological order with the oldest change at the top of the list.

Immunizations Data

Concerns

Client Info

Tasks

Case History

Case History

Time	Event	Message	User
05/24/2016 12:43 PM	Question Package Updated	Updated question package: 08. Insurance	Test Provider [TestProvider]
05/24/2016 12:43 PM	Question Package Updated	Updated question package: 09. Electronic Birth Certificate Download	Test Provider [TestProvider]
05/24/2016 03:42 PM	Question Package Updated	Updated question package: 04. Clinical Comments	Test Provider [TestProvider]
05/24/2016 04:05 PM	Concern Updated	Updated concern: Alternate Schedule [Tigger T Tiger]	Test Provider [TestProvider]

Displaying item(s) 11...14

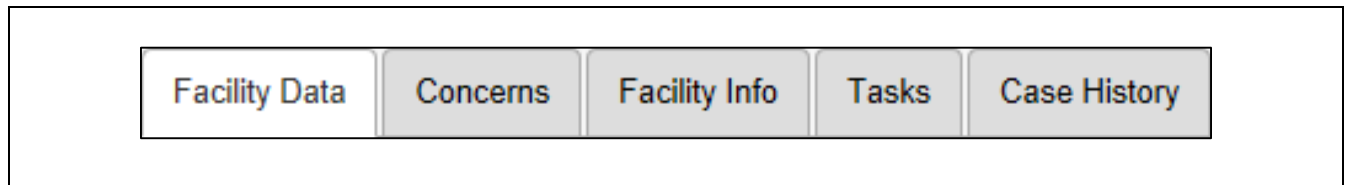
<< First < Prev 2 / 2 Next > Last >>

The Case History table is divided into four columns. Those columns are:

Time	Displays the date and time that the change was applied
Event	Displays the type of change that was applied
Message	Displays more specific information about the change that was applied
User	Displays the login ID of the user who made the change

FACILITY INFORMATION TABS

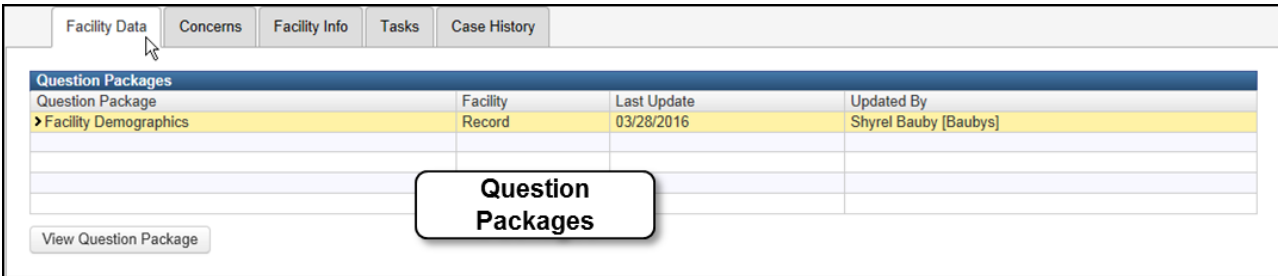
The Facility Information Tabs section has five tab buttons:



Facility Data	Clicking the Facility Data tab presents the user with the Question Packages specific to the facility record
Concerns	Clicking the Concerns tab allows the user to view and add concerns/issues regarding the record - currently, there are five levels of Concerns severity in CIRTS
Facility Info	Clicking the Facility Info tab allows the user to view demographic information for the client - only DPH Administrators can edit Facility Information in the Facility Info tab.
Tasks	Clicking the Tasks tab allows the user to view and add tasks to the open record - tasks will display here regardless of who is assigned the task
Case History	Clicking the Case History tab will display a chronological list of changes that have been applied to the record

FACILITY INFORMATION: FACILITY DATA

The Facility Data section contains the record's Question Packages:



The screenshot shows the 'Facility Data' tab selected in the top navigation bar. Below the tabs is a table titled 'Question Packages'. The table has four columns: 'Question Package', 'Facility', 'Last Update', and 'Updated By'. The first row shows 'Facility Demographics' under 'Question Package', 'Record' under 'Facility', '03/28/2016' under 'Last Update', and 'Shyrel Bauby [Baubys]' under 'Updated By'. A 'View Question Package' button is located at the bottom left of the table. A callout box labeled 'Question Packages' points to the table.

Question Package	Facility	Last Update	Updated By
Facility Demographics	Record	03/28/2016	Shyrel Bauby [Baubys]

View Question Package

A Question Package is a group of questions that share a common theme. At this time, there is one Question Package for a CIRTS Facility record: Facility Demographics.

The Question Package table is divided into four columns. Those columns are:

Question Package	Identifies the title of the Question Package
Facility	Will always be "Record"
Last Update	Displays the date that each Question Package was last updated
Updated By	Identifies the CIRTS username for the user that made the last update or modification to the Question Package

The Question Package may be viewed either by selecting it and then clicking on the View Question Package button or by double-clicking on the Question Package title in the table.



A button labeled 'View Question Package' is shown within a rectangular frame.

FACILITY INFORMATION: CONCERNS

The Concerns tab is used to view information regarding any concerns/issues about the client. If a Concern is assigned a Severity type of “High”, the Concern will be displayed in red text at the beginning of the Immunization Summary section of the Immunization record.

Only DPH Administrators have the system permissions to add and edit Concerns.

The Concerns section is further divided into two sections:

- Concerns
- Concern – Details

Concern	Description	Facility	Last Update	Severity	Status
MANUAL1	Mail Reports to Main Office	Pooh Pediatrics	05/24/2016	Very High	Active

Concerns

Add Concern Update Concern

Concern - Details

Concern: MANUAL1
 Description: Mail Reports to Main Office
 Facility: Pooh Pediatrics
 Status: Active
 Severity: Very High
 Create Date: 05/24/2016
 Last Update: 05/24/2016
 Updated By: Annie Admin [AAdmin]
 Notes: Please mail all reports to main office. Address is: 1 Main Street, Hartford CT 06001

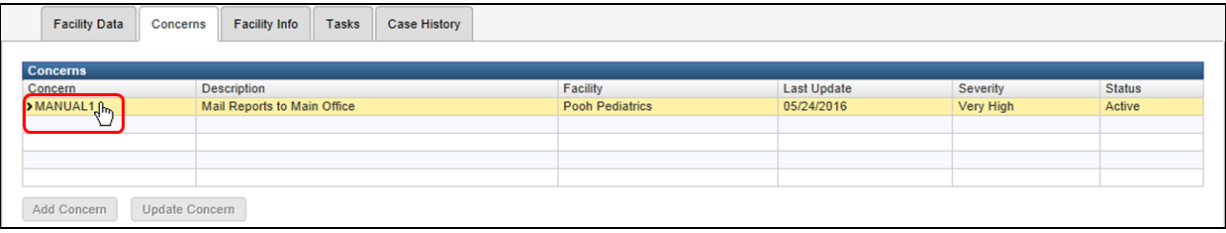
Concern Details

The Concerns table is divided into six columns. Those columns are:

Concern	The Concern name entered by the DPH Administrator
Description	The Concern description entered by the DPH Administrator
Facility	Indicates the name of the facility involved in the concern
Last Update	Displays the date that the concern was last updated
Severity	Identifies the severity of the concern: Very Low, Low, Medium, High, Very High
Status	Refers to the current status of the concern - either Active or Resolved

To view a concern

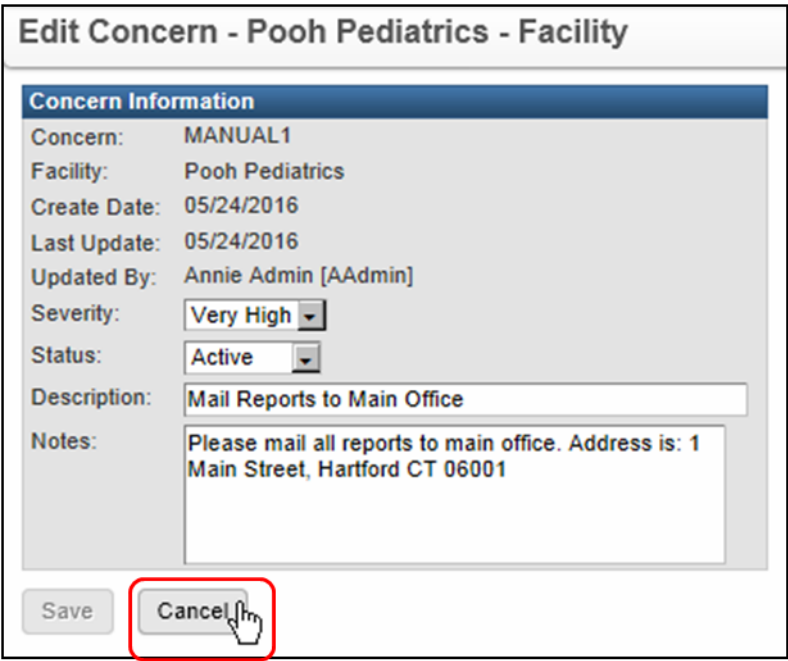
1. Double-click on the concern in the Concerns section.



Concern	Description	Facility	Last Update	Severity	Status
MANUAL1	Mail Reports to Main Office	Pooh Pediatrics	05/24/2016	Very High	Active

Buttons: Add Concern, Update Concern

The Edit Concern dialog box will display.



Edit Concern - Pooh Pediatrics - Facility

Concern Information

Concern: MANUAL1
Facility: Pooh Pediatrics
Create Date: 05/24/2016
Last Update: 05/24/2016
Updated By: Annie Admin [AAdmin]
Severity: Very High
Status: Active
Description: Mail Reports to Main Office
Notes: Please mail all reports to main office. Address is: 1 Main Street, Hartford CT 06001

Buttons: Save, Cancel

2. Click the **Cancel** button to close the dialog box and return to the Facility record.

FACILITY INFORMATION: FACILITY INFO

The Facility Info tab is used to view address or name information as well as to view other historical demographic information. Provider Site users may view facility data in this section; they may only modify the information for their own facility. Only DPH Administrators have the system permissions to edit the data for all facilities.

The Facility Info section is further divided into three sections:

- Facility Info Table
- Facility Tabs
- Facility Info Details

The screenshot displays the 'Facility Info' section of the CIRTS application. At the top, there are tabs for 'Facility Data', 'Concerns', 'Facility Info' (which is selected), 'Tasks', and 'Case History'. Below these tabs, the 'Facility Info' section is divided into three main areas:

- Facility Info Table:** A table with three columns: Name, Address, and Status. The first row shows 'Pooh Pediatrics' at '1 Robin Road, Hartford, CT 06101' with a status of 'Active'. Below the table is an 'Edit Contact' button.
- Facility Info Tabs:** A set of sub-tabs including 'Current Information', 'Address History', and 'Demographic History'. The 'Current Information' tab is currently selected.
- Facility Info Details:** A form displaying detailed information for the selected facility, 'Pooh Pediatrics'. This includes fields for Name, Address, Primary Phone, Secondary Phone, Email, and Fax.

The Facility Info table is divided into three columns. Those columns are:

Name	Indicates the name of the facility in the facility record
Address	Displays the current address of the facility
Status	Refers to the current status of the facility: Active, Closed

The Facility Tabs section has three tabs: Current Information, Address History, and Demographic History.

Current Information

Address History

Demographic History

Current Information	Contains information such as Facility Name, Address, Phone, Email, and Fax
Address History	Contains information for the current and other historical address(es)
Demographic History	Currently, the Demographic History feature has been deactivated and no information will be displayed in this section

Current Information:

Current Information

Address History

Demographic History

Current Information	
Name:	Pooh Pediatrics
Address:	1 Robin Road Hartford, CT 06101
Primary Phone:	(860) 123-4567
Secondary Phone:	
Email:	ppedi@something.com
Fax:	(860) 222-3434

Address History:

Current Information

Address History

Demographic History

Address History			
Type	Address	Phone	Action
> * Primary	1 Robin Road, Hartford, CT 06101	(H) (860) 123-4567 (W) (860) 456-7890	

Edit Address

Address History				
Effective Dates	Address	Phone	Email	Fax
03/31/2016 - 03/31/2016	1 Robin Road Hartford, CT 06101	(H) (860) 123-4567 (W) (860) 456-7890	poohpedi@something.com	(860) 222-3434
03/28/2016 - 03/31/2016	1 Robin Road Hartford, CT 06101	(H) (860) 123-4567 (W) (860) 456-7890	ppedi@something.com	(860) 222-3434
01/01/1900 - 03/28/2016	1 Robin Road Hartford, CT 06101	(H) (860) 123-4567	ppedi@something.com	(860) 222-3434

Demographic History:

Demographic History			
Date	Field	Old Value	New Value
No edits			

Currently, the Demographic History feature has been deactivated and no information will be displayed in this section.



Please remember to notify DPH/CIRTS if any of your facility demographic information changes.

FACILITY INFORMATION: TASKS

The Tasks tab provides information about the tasks associated with the open facility record.

The Tasks section is further divided into two sections:

- **Tasks Table:** The tasks associated with the open record will display in the table at the top of the section
- **Details:** Details about a selected task will display in the bottom of the section

The screenshot displays the CIRTS application interface for the 'Tasks' tab. At the top, there's a navigation bar with tabs: Facility Data, Concerns, Facility Info, Tasks (highlighted), and Case History. Below this, the 'Tasks' section is divided into two parts. The top part is the 'Tasks List', which is a table with the following columns: Type, Status, Priority, Due Date, Description, Assigned To, and Assigned To Group. A single task is listed: Type 'Assignment', Status 'Pending', Priority 'Very High', Due Date '04/15/2016', Description 'Update Demographics', and Assigned To 'Test Provider [TProvider]'. Below the table are two buttons: 'Add Task' and 'Update Task'. The bottom part is the 'Task Details' section, which displays various fields for the selected task: Type (Assignment), Status (Pending), Priority (Very High), Description (Update Demographics), Assigned To (Test Provider [TProvider]), Assigned To Group, Create Date (03/28/2016), Created By (Shyrel Bauby [Baubys]), Last Update (03/28/2016), Updated By (Test Provider [TProvider]), Due Date (04/15/2016), Start Date (mm/dd/yyyy), Complete Date, and Notes (Please review and update all demographic information for facility - might not be current.).

The Tasks table is divided into seven columns. Those columns are:

Type	Displays the type of the task: will always be Assignment
Status	Displays the current status of the task: Pending, In Progress, Completed
Priority	Indicates the task priority as set by the task creator: Very Low, Low, Medium, High, Very High
Due Date	Displays the date that the task is due to be completed
Description	Displays the short description of the task
Assigned To	Indicates the user assigned to perform the task
Assigned To Group	Indicates the group assigned to perform the task

The Add Task feature will be available (or not) based on the assigned user permissions. The Provider Site role will be able to update tasks using the **Update Task** button.

The Details section will display summary information about the selected Task.

Details	
Type:	Assignment
Status:	Pending
Priority:	Very High
Description:	Update Demographics
Assigned To:	Test Provider [TProvider]
Assigned To Group:	
Create Date:	03/28/2016
Created By:	Shyrel Bauby [Baubys]
Last Update:	03/28/2016
Updated By:	Test Provider [TProvider]
Due Date:	04/15/2016
Start Date(mm/dd/yyyy):	
Complete Date:	
Notes:	Please review and update all demographic information for facility - might not be current.

Type	Displays the task type: will always be Assignment
Status	Displays the current status of the task: Pending, In Progress, Completed
Priority	Indicates the task priority as set by the task creator: Very Low, Low, Medium, High, Very High
Description	Displays the short description of the task
Assigned To	Indicates the user assigned to perform the task
Assigned To Group	Indicates the group assigned to perform the task
Create Date	Displays the date that the task was created
Created By	Identifies the user that created the task
Last Update	Displays the date that the task was last updated
Updated By	Identifies the user that made the last update or modification to the task information
Due Date	Displays the date that the task is due to be completed
Start Date	Displays the date that the task was started
Complete Date	Displays the date that the task was completed
Notes	Displays any notes attached to the task

FACILITY INFORMATION: CASE HISTORY

The Case History tab provides information about changes that have been applied to the open Facility record.

The change information will be displayed in chronological order with the oldest change at the top of the list.

Facility Data

Concerns

Facility Info

Tasks

Case Properties

Case History

Case History

Time	Event	Message	User
05/26/2016 12:41 PM	Question Package Updated	Updated question package: Facility Demographics	Annie Admin [AAdmin]
05/26/2016 12:42 PM	Question Package Updated	Updated question package: Facility Properties	Annie Admin [AAdmin]
05/26/2016 12:42 PM	Concern Updated	Updated concern: Mail Reports to Main Office [Pooh Ped]	Annie Admin [AAdmin]
05/26/2016 12:43 PM	Question Package Updated	Updated question package: Facility Demographics	Annie Admin [AAdmin]
05/26/2016 12:43 PM	Question Package Updated	Updated question package: Facility Properties	Annie Admin [AAdmin]

Displaying item(s) 11...15

<< First < Prev 2 / 2 Next > Last >>

Case History

The Case History table is divided into four columns. Those columns are:

Time	Displays the date and time that the change was applied
Event	Displays the type of change that was applied
Message	Displays more specific information about the change that was applied
User	Displays the login ID of the user who made the change

Chapter 5: Immunization Summary, Forecast, and Certificate

OVERVIEW

Purpose

Explain how to view and print the Immunization Summary, Forecast, and Certificate for a client

Objectives

- View and print the Immunization Summary
 - View and print the Immunization Forecast
 - View and print the Immunization Certificate
-

IMMUNIZATION SUMMARY

To display the Immunization Summary

1. Click the **Immunization Summary** link in the Summary Information section of the immunization record.

Immunization Record

Summary Information	
CIRTS ID:	100715951
Report ID:	100715951
Record Type:	Immunization Record
Client:	Tigger T Tiger Birth Date(mm/dd/yyyy): 01/01/2015 (1 y 5 m Male)
Case Status:	Open
Immunization Summary, Forecast & Schedules:	<p>Children with certain medical conditions/travel plans require vaccinations not forecast by the registry. Additional PCV/PPSV may be indicated for: asplenia/sickle cell; chronic heart, lung and liver disease; diabetes; CSFL; cochlear implants; alcoholism; and, immuno-compromising conditions. Additional meningococcal vaccinations may be indicated for travel to sub-Saharan Africa, for persistent complement component deficiencies and asplenia/sickle cell. Links to recommendations are: Advisory Committee on Immunization Practices (ACIP) Recommendations</p> <p>Mainframe Scheduled Maintenance is every Sunday between 4:00 AM and 9:00 AM. CIRTS is not available during this time.</p> <p>Summary and Forecast: Immunization Summary, Immunization Forecast, Immunization Certificate</p> <p>CDC Schedules : 0-6 yrs Schedule 7-16 yrs Schedule Catch-up Schedule Simplified Schedule Adult Immunization</p> <p>Overdue Vaccines: Hib, Influenza, MMR, PCV, Varicella</p> <p>Vaccines Due: Hep A</p> <p>Enrolled in CIRTS: Yes</p> <p>VFC Status/Insurance: Unknown / Privately Insured : N/A</p> <p>Active Clinical Comments: Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Hep</p>

Edit Case Properties

The Immunization Summary will display in a new window in the browser.

Immunization Summary - Tigger T Tiger

Birth Date(mm/dd/yyyy): 01/01/2015 Age: 1 Yr 2 Mo Gender: Male VFC Status: Unknown Insurance:

Address: 1 Honeypot Lane, Hartford, CT 06001

Overdue Vaccines: **DTP/aP, Hep B, Hib, Influenza, PCV** Vaccines Due: **Hep A, MMR, Polio, Varicella** Report Date: Thu Mar 31 12:51:42 EDT 2016

Immunization Summary							
Routine Vaccines	1	2	3	4	5	6	7
DTP/aP	03/02/2015	05/15/2015					
Hib	03/02/2015	05/15/2015					
Hep A							OverDue
Hep B							OverDue
HPV							Due
Influenza							OverDue
MCV							Due
MMR							OverDue
MPSV							Due
PCV	03/02/2015	05/15/2015					OverDue
PPSV							Due
Polio	03/02/2015	05/15/2015					Due
Rotavirus	03/02/2015	05/15/2015					Due
Tdap							
Td							
Varicella							Due

Other vaccine(s):

Immunities:

Contraindication(s):

Precaution(s):

Exemption(s):

Refusal(s):

NV = Not Valid, RI = Recalled Invalid, E = Extra, S = Valid Substitute>

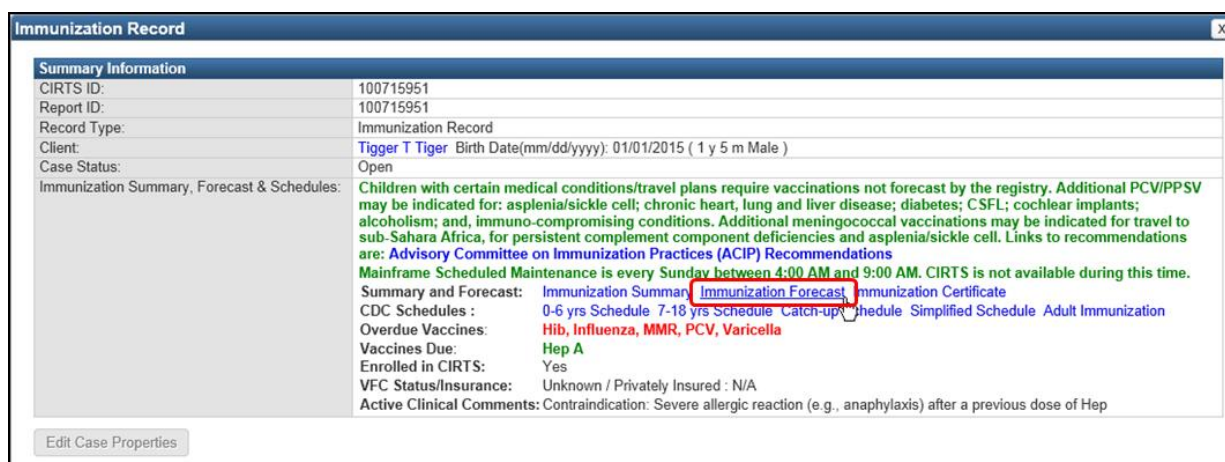
This report reflects the immunization information contained in the Immunization Information System to date. It may not be a complete representation of this client's most current immunization status.

- Click the **Close Tab** button in the browser to close the Immunization Summary window and return to CIRTS.



To display the Immunization Forecast

- Click the **Immunization Forecast** link in the Summary Information section of the immunization record.



The Immunization Forecast screen will display in a new window in the browser.

Immunization Forecast - Tigger T Tiger
 Birth Date(mm/dd/yyyy): 01/01/2015 Age: 1 y 2 m Gender: Male
 Overdue Vaccines: **DTP/aP, Hep B, Hib, Influenza, PCV** Vaccines Due: **Hep A, MMR, Polio, Varicella**
 Report Date: Mar 31 2016 1:10:48 PM

Group Name	Dose#	Earliest Date	Recommended Date	Overdue Date	Latest Date	Comment
DTP/aP	3	06/12/2015	07/01/2015	08/28/2015		
Hep A	1	01/01/2016	01/01/2016	01/28/2017		
Hep B	1	01/01/2015	01/01/2015	01/28/2015		
Polio	3	06/12/2015	07/01/2015	08/28/2016		
Hib	3	06/12/2015	07/01/2015	08/28/2015		
PCV	3	06/12/2015	07/01/2015	08/28/2015		
MMR	1	01/01/2016	01/01/2016	05/28/2016		
Varicella	1	01/01/2016	01/01/2016	05/28/2016		
Influenza	1	07/01/2015	09/01/2015	09/29/2015		
HPV	1	01/01/2024	01/01/2026	01/28/2028		
MCV	1	01/01/2026	01/01/2026	01/01/2027		

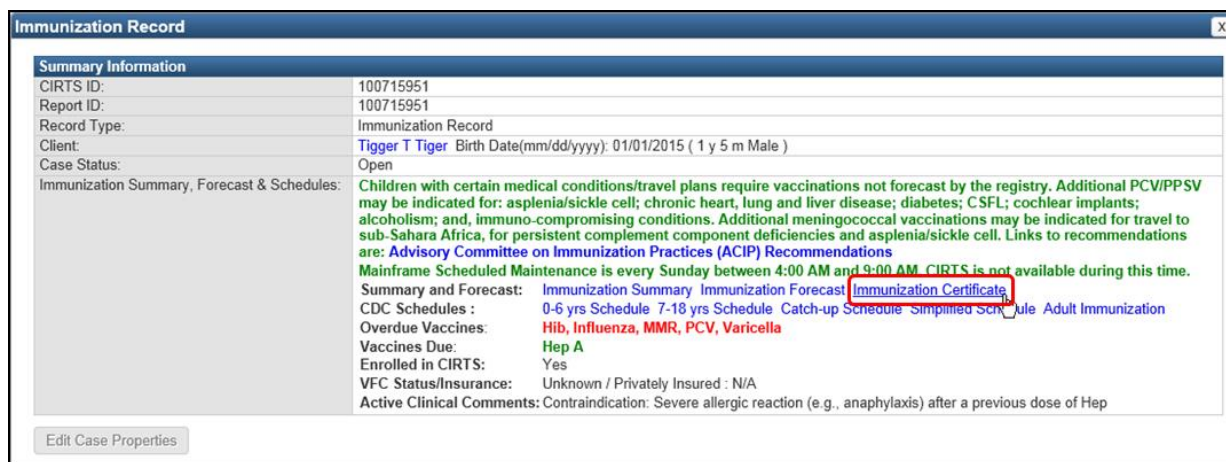
Forecasting may not be accurate for series that diverge substantially from the recommended schedule. Please use clinical judgement when interpreting data and recommendations.

- Click the **Close Tab** button in the browser to close the Immunization Forecast window and return to CIRTS.




To display the Immunization Certificate

1. Click the **Immunization Certificate** link in the Summary Information section of the immunization record.



The Immunization Certificate screen will display in a new window in the browser.



**CONNECTICUT DEPARTMENT OF
PUBLIC HEALTH**
Keeping Connecticut Healthy

CT Immunization Registry and Tracking System (CIRTS)

Immunization Program
410 Capitol Ave. 802nd Floor
Hartford, CT 06104-0048
Phone: 860-306-7929
www.ct.gov/dph/immunizations

Official Immunization Record As of: 03/31/2016

Name Tigger T Tiger	Date of Birth 01/01/2015	Sex Male
-------------------------------	------------------------------------	--------------------

Vaccine	#	Date	Vaccine Type	Vaccine	#	Date	Vaccine Type	
Hepatitis B	1			Pneumococcal Conjugate	1	03/02/2015	Pneumococcal Conjugate (PCV-13) (Preval)	
	2				2	05/15/2015	Pneumococcal Conjugate (PCV-13) (Preval)	
	3				3			
	4				4			
	5				5			
	6				6			
Diphtheria, Tetanus, Pertussis	1	03/02/2015	DTaP-IPV-Hib (Pentacel)	Measles, Mumps, Rubella	1			
	2	05/15/2015	DTaP-IPV-Hib (Pentacel)		2			
	3				3			
	4				4			
	5				5			
	6				6			
Haemophilus Influenzae type b (Hib)	1	03/02/2015	DTaP-IPV-Hib (Pentacel)	Varicella	1			
	2	05/15/2015	DTaP-IPV-Hib (Pentacel)		2			
	3				3			
	4				4			
	5				5			
	6				6			
Polio	1	03/02/2015	DTaP-IPV-Hib (Pentacel)	Pneumococcal Polysaccharide	1			
	2	05/15/2015	DTaP-IPV-Hib (Pentacel)		2			
	3				3			
	4				4			
	5				5			
	6				6			
Rotavirus	1	03/02/2015	Rotavirus, monovalent (Rota1)	Human Papillomavirus	1			
	2	05/15/2015	Rotavirus, monovalent (Rota1)		2			
	3				3			
	4				4			

Flu:


Other Vaccine(s):

Permanent Medical Exemption:

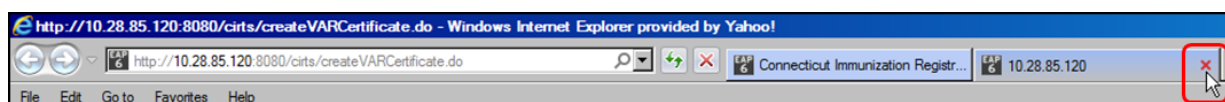
Religious Exemption:

Serologic Proof of Immunity:

NV = Not Valid, RE = Relieved Exemption, E = Extra, S = Valid Substitute



- Click the **Close Tab** button in the browser to close the Immunization Certificate window and return to CIRTS.



Chapter 6: Concerns

OVERVIEW

Purpose

Describe system-generated and manually created concerns.

Objectives

- View Concerns
 - Update Concerns
 - Manually create Concerns
-

CONCERNS

A Concern is a free text note that anyone can enter in a patient record to indicate a potential immunization issue that may need to be addressed. Concerns may be manually created and modified by the user; they cannot be deleted and the concern history can always be viewed with the record. Concerns are located in the Patient Information section of the Immunization record.

Concern	Description	Client	Last Update	Severity	Status
MANUAL1	Alternate Schedule	Tigger T Tiger	05/24/2016	Very High	Active

Concern - Details

Concern:	MANUAL1
Description:	Alternate Schedule
Client:	Tigger T Tiger
Status:	Active
Severity:	Very High
Create Date:	05/24/2016
Last Update:	05/24/2016
Updated By:	Test Provider [TestProvider]
Notes:	Parents have requested an alternate immunization schedule

Some examples of concerns that might be added to a record are:

- Parent requested an alternate schedule
- Vaccines given on ___date were given out of the country in Mexico
- Administered MMR early due to travel abroad- will need to administer 2nd MMR
- Patient in China for the summer

To add a concern

1. Click the **Add Concern** button at the bottom of the Concerns table.

The Add Concern screen will display.

The fields in the Add Concern screen are:

Concern	The name of the concern. If the concern has been manually created, this will be "MANUAL".
Severity	Indicates the severity of the concern: Very Low, Low, Medium, High, Very High
Status	Indicates the status of the concern: Active or Resolved
Description	Describes the concern
Notes	Displays any notes regarding the concern

2. Enter the **Severity**, **Status**, **Description**, and any related **Notes**.
3. Click the **Save** button.

Add Concern - Tigger T Tiger - Immunization Record

Concern Information

Concern: MANUAL2

Severity: Very High

Status: Active

Description: Need 2nd MMR

Notes: Administered MMR early due to travel abroad- will need to administer 2nd MMR

Save **Cancel**

- The concern will be applied and the system will return to the CIRTS main screen with the concern displayed in the Patient Information section.

Immunizations Data **Concerns** Client Info Tasks Case History

Concern	Description	Client	Last Update	Severity	Status
MANUAL1	Alternate Schedule	Tigger T Tiger	05/24/2016	Very High	Active
▶ MANUAL2	Need 2nd MMR	Tigger T Tiger	05/26/2016	Very High	Active

Concern - Details

Concern: MANUAL2

Description: Need 2nd MMR

Client: Tigger T Tiger

Status: Active

Severity: Very High

Create Date: 05/26/2016

Last Update: 05/26/2016

Updated By: Test Provider [TestProvider]

Notes: Administered MMR early due to travel abroad- will need to administer 2nd MMR



If a concern is assigned a Severity of “Very High”, the concern will be displayed in red text in the Summary Information section of the immunization record.

Immunization Record

Summary Information

CIRTS ID: 100715951

Report ID: 100715951

Record Type: Immunization Record

Client: Tigger T Tiger Birth Date(mm/dd/yyyy): 01/01/2015 (1 y 4 m Male)

Case Status: Open

Immunization Summary, Forecast & Schedules:

Alternate Schedule

Need 2nd MMR

Children with certain medical conditions/travel plans require vaccinations not forecast by the registry. Additional PCV/PPSV may be indicated for: asplenia/sickle cell; chronic heart, lung and liver disease; diabetes; CSFL; cochlear implants; alcoholism; and, immuno-compromising conditions. Additional meningococcal vaccinations may be indicated for travel to sub-Saharan Africa, for persistent complement component deficiencies and asplenia/sickle cell. Links to recommendations are: [Advisory Committee on Immunization Practices \(ACIP\) Recommendations](#)

Mainframe Scheduled Maintenance is every Sunday between 4:00 AM and 9:00 AM. CIRTS is not available during this time.

Summary and Forecast: [Immunization Summary](#) [Immunization Forecast](#) [Immunization Certificate](#)

CDC Schedules : [0-6 yrs Schedule](#) [7-18 yrs Schedule](#) [Catch-up Schedule](#) [Simplified Schedule](#) [Adult Immunization](#)

Overdue Vaccines: **Hib, Influenza, PCV**

Vaccines Due: **Hep A, MMR, Varicella**

Enrolled in CIRTS: Yes

VFC Status/Insurance: Unknown / Privately Insured : N/A

Active Clinical Comments: Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Hep

Edit Case Properties

To modify a concern

1. Click the Concerns tab.
2. Select a concern by clicking it in the Concerns table.

The screenshot shows a web application interface with a tabbed menu at the top: 'Immunizations Data', 'Concerns', 'Client Info', 'Tasks', and 'Case History'. The 'Concerns' tab is active. Below the tabs is a table with the following columns: Concern, Description, Client, Last Update, Severity, and Status. The table contains two rows: 'MANUAL1' with description 'Alternate Schedule' and 'MANUAL2' with description 'Need 2nd MMR'. The 'MANUAL1' row is highlighted in yellow, and a red box is drawn around the 'Alternate Schedule' text. Below the table are two buttons: 'Add Concern' and 'Update Concern'.

Concern	Description	Client	Last Update	Severity	Status
MANUAL1	Alternate Schedule	Tigger T Tiger	05/24/2016	Very High	Active
MANUAL2	Need 2nd MMR	Tigger T Tiger	05/26/2016	Very High	Active

3. Click the **Update Concern** button.

This screenshot is identical to the previous one, showing the 'Concerns' table with 'MANUAL1' selected. However, a red box is now drawn around the 'Update Concern' button at the bottom of the interface.

The Edit Concern – Immunization Record screen will display.

The screenshot shows a form titled 'Edit Concern - Tigger T Tiger - Immunization Record'. The form contains the following fields and values:

- Concern Information** (Section Header)
- Concern: MANUAL1
- Client: Tigger T Tiger
- Create Date: 05/24/2016
- Last Update: 05/24/2016
- Updated By: Test Provider [TestProvider]
- Severity: Very High (dropdown menu)
- Status: Active (dropdown menu)
- Description: Alternate Schedule
- Notes: Parents have requested an alternate immunization schedule

At the bottom of the form are two buttons: 'Save' and 'Cancel'.

4. Update the appropriate information for **Severity**, **Status**, and **Notes**.
5. Click the **Save** button to complete the process.

Edit Concern - Tigger T Tiger - Immunization Record

Concern Information

Concern: MANUAL1
 Client: Tigger T Tiger
 Create Date: 05/24/2016
 Last Update: 05/24/2016
 Updated By: Test Provider [TestProvider]
 Severity: Very High
 Status: Active
 Description: Alternate Schedule
 Notes:

Patient in Africa for summer.

 Parents have requested an alternate immunization schedule

Save
Cancel



Note: Even if the Status of a concern has been changed to “Resolved”, the concern history will still display in the Concerns table of Patient Information. Concerns cannot be deleted.

Immunizations Data Concerns Client Info Tasks Case History					
Concerns					
Concern	Description	Client	Last Update	Severity	Status
MANUAL1	Alternate Schedule	Tigger T Tiger	05/26/2016	Very High	Active
▶ MANUAL2	Need 2nd MMR	Tigger T Tiger	05/26/2016	Very High	Resolved

Add Concern
Update Concern

Chapter 7: Question Packages – General Operating Procedures

OVERVIEW

Purpose

Describe the purpose and general operating procedures for all the predefined CIRTS Question Packages

Objectives

- Define Question Packages
 - Describe fields in the Question Package table
 - Explain how to view individual Question Packages
 - Discuss required fields and notifications
-

QUESTION PACKAGES

A Question Package is a set of information (questions) that should be filled out for each record. They include critical information about the client. CIRTS has nine Question Packages:

- Medical Home
- Demographics
- CIRTS Consent
- Clinical Comments
- Immunization Detailed History
- Immunization Administration – Current Provider
- Immunization Administration – Historical Provider
- Insurance
- Electronic Birth Certificate Download

The Question Packages are displayed in the Immunizations Data section of Patient Information.

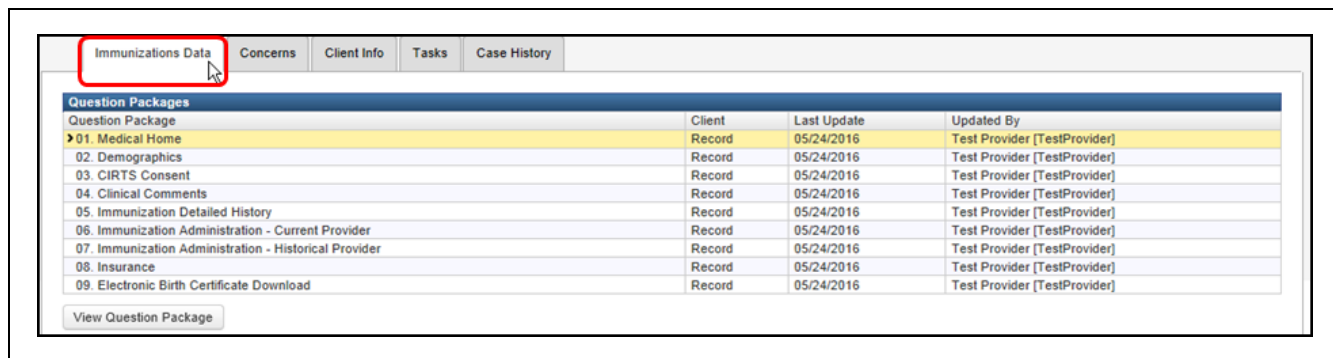
Question Package	Client	Last Update	Updated By
01. Medical Home	Record	05/24/2016	Test Provider [TestProvider]
02. Demographics	Record	05/24/2016	Test Provider [TestProvider]
03. CIRTS Consent	Record	05/24/2016	Test Provider [TestProvider]
04. Clinical Comments	Record	05/24/2016	Test Provider [TestProvider]
05. Immunization Detailed History	Record	05/24/2016	Test Provider [TestProvider]
06. Immunization Administration - Current Provider	Record	05/24/2016	Test Provider [TestProvider]
07. Immunization Administration - Historical Provider	Record	05/24/2016	Test Provider [TestProvider]
08. Insurance	Record	05/24/2016	Test Provider [TestProvider]
09. Electronic Birth Certificate Download	Record	05/24/2016	Test Provider [TestProvider]

The fields in the Question Package table are:

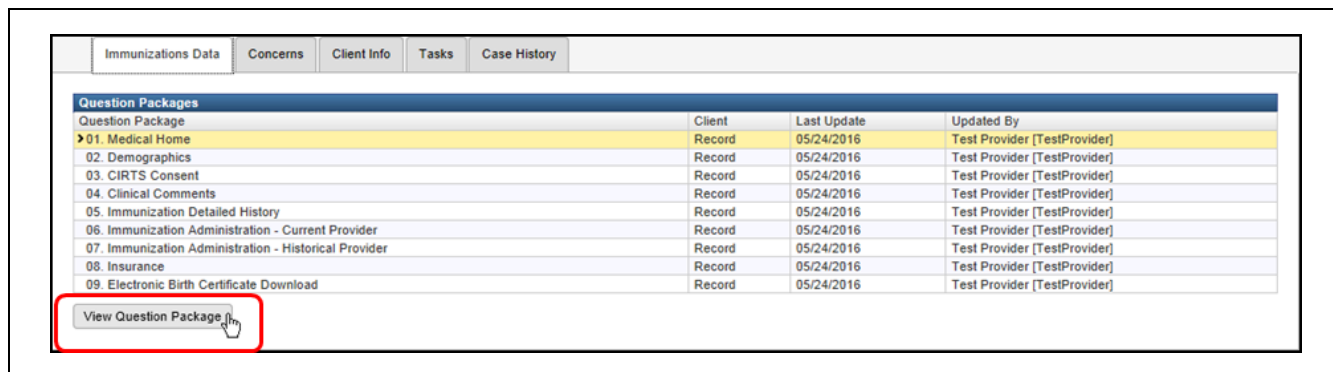
Question Package	Identifies the title of the Question Package
Client	Will always be "Record"
Last Update	Displays the date that each Question Package was last updated
Updated By	Identifies the user that made the last update or modification to the Question Package

To view a Question Package

1. Open a CIRTS record (immunization record).
2. The Question Packages should already be displayed. If they are not displayed, click the **Immunization Data** tab in the Patient Information section.



3. To view the entire Question Package, either **double-click** the Question Package name in the Question Packages table
or
Click the Question Package name in the Question Packages table and then click the **View Question Package** button.



The selected Question Package will display.

Required questions are indicated by an asterisk ("*"); Question Packages will still be saved with unanswered "required" questions.

4. After viewing and editing the questions in the Question Package, click the **Save** button to save the changes and return to the CIRTS main screen
or

Click the **Cancel** button to return to the CIRTS main screen without saving any changes.

It is recommended that users save frequently. CIRTS will time out after thirty minutes of inactivity. If the user receives a phone call, for example, the user should save the Question Package before taking the call. If the user does not click the Save button and the product does time out, the data that has been entered since the last save will be lost.

The user is advised to open each Question Package and answer as many questions as possible within that package until each Question Package has been completed.



Remember: CIRTS is “context-sensitive”, the questions in a package will change according to the selections and answers to other questions in the package. For example, when the Demographics package is first displayed, the Care Giver Type field is blank.

Current Responsible Care Giver Type	
Current Responsible Care Giver	Mother
Responsible Care Giver(s) Information	
Care Giver Type	
* Indicates required field	

When a Care Giver Type is selected, the fields for Care Giver Name, Date of Birth, Address, etc. will display.

Responsible Care Giver(s) Information			
Care Giver Type	Mother	Add New	
First Name		Middle Name	
Last Name		Maiden Name	Tigress
Date of Birth (mm/dd/yyyy)		Street address *	
City *		State *	CT
Zip code *		Home Phone	
Work Phone		Cell Phone	
Email			

Fields that are grayed-out cannot be changed from within the Question Package. They must be either changed in other screens in the CIRTS or will be calculated by the system based on the data entered in related fields.

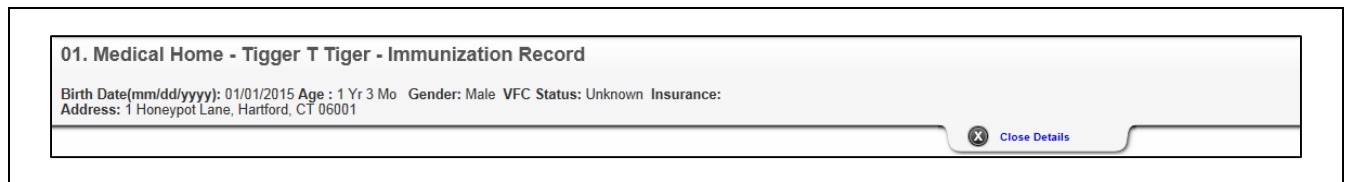
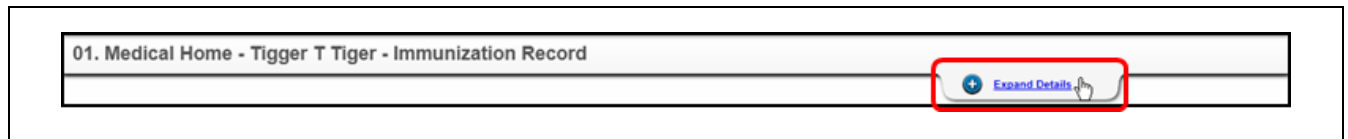
For example, in the Responsible Care Giver Information section, the field for Maiden Name of the care giver (if Care Giver Type is “Mother”) is grayed out. It cannot be changed by a Provider Site user after the immunization record is created; only DPH can change this field.

Expand Details

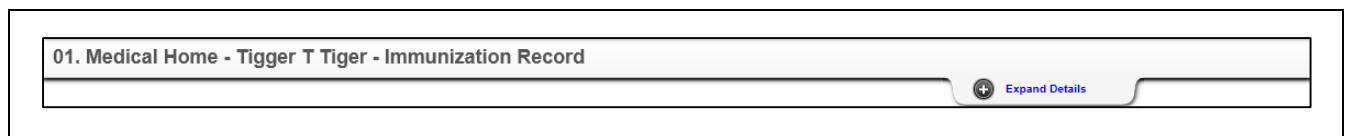
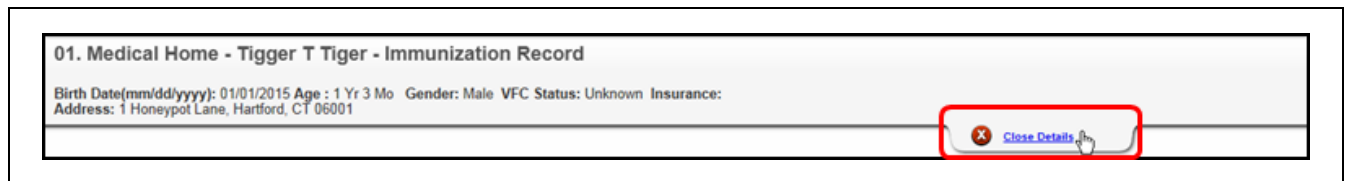
1. When a Question Package is viewed, by default the top of the Question Package screen displays the number and name of the Question Package and the name of the patient.

01. Medical Home - Tigger T Tiger - Immunization Record	
	Expand Details

- Click the **Expand Details** command to display additional information such as Birth Date, Age, Gender, VFC Status, Insurance, and Address.



- Click the **Close Details** command to return to the default display.



Chapter 8: Medical Home Question Package

OVERVIEW

Purpose

Describe the Medical Home Question Package.

Objectives

- View the Medical Home Question Package
 - Define the fields in the Medical Home Question Package
 - Change a Facility in the Question Package
-

MEDICAL HOME QUESTION PACKAGE

The Medical Home Question Package is a set of information (questions) relating to the Client including:

- Facility (Medical Home)
- Medical Record Number
- Patient Status

To view the Medical Home Question Package

1. Search for and open a Client record.
2. Either **double-click** Medical Home in the Question Package table, or click once on Medical Home in the Question Package table and then click the **View Question Package** button.

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	04/06/2016	Test Provider [TProvider]
02. Demographics	Record	04/06/2016	Test Provider [TProvider]
03. CIRTS Consent	Record	04/06/2016	Test Provider [TProvider]
04. Clinical Comments	Record	04/06/2016	Test Provider [TProvider]
05. Immunization Detailed History	Record	04/06/2016	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	04/06/2016	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	04/06/2016	Test Provider [TProvider]
08. Insurance	Record	04/06/2016	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	04/06/2016	Test Provider [TProvider]

View Question Package

The Medical Home Question Package will display.

01. Medical Home - Tigger T Tiger - Immunization Record

Birth Date(mm/dd/yyyy): 01/01/2015 Age : 1 Yr 3 Mo Gender: Male VFC Status: Unknown Insurance:
Address: 1 Honeypot Lane, Hartford, CT 06001

Close Details

Facility: Pooh Pediatrics Medical Record Number:

Patient Status: Active Outreach Status:

Save Cancel

The data fields in the Medical Home Question Package are:

Child Demographic Information section	
Facility	The medical facility that is currently servicing the client: initially pre-filled with the name of the Provider Site that either created the immunization record or that was reported to CIRTS on the CIRTS enrollment form
Medical Record Number	Client's Medical Record Number assigned by the provider facility: alpha-numeric free text field
Patient Status	Status of the client: Active, Deceased, Moved out of State
Outreach Status	Outreach status of the client: 2. Patient Unknown, 3. Lost to Follow-Up, 4. Transferred to Unknown

Required questions are indicated by an asterisk ("*"); Question Packages will still be saved with unanswered "required" questions. There are no required questions in the Medical Home Question Package.

3. Answer as many questions as possible.
4. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.

Entering the Patient Status

If "Deceased" is selected for the Patient Status field, the section changes to display a new field for the Date of Death.

Facility	Pooh Pediatrics	Medical Record Number	
Patient Status	Deceased	Death Date (mm/dd/yyyy)	

Modifying Facility Information

The Facility field is initially pre-filled with the name of the Provider Site that either created the immunization record or that was reported to CIRTS on the CIRTS enrollment form. To change the Facility, it is necessary to perform a search; the Facility cannot be typed directly into the field.

1. Click the **Search** button to the right of the Facility link.

01. Medical Home - Tigger T Tiger - Immunization Record			
+ Expand Details			
Facility	Pooh Pediatrics	Medical Record Number	
Patient Status	Active	Outreach Status	
Save Cancel			

The Search Party dialog box will display.

Search Party

Search Criteria

Name:

City:

State:

Zip Code:

Street:

Sort Options

Sort By:

Sort Order:

Search Options

Search History: ☐

Search Soundex: ☐

Search Results

Name	Street Address	City	State	Zip Code	Report ID
No search done					

Showing 0 to 0 of 0 entries

2. Enter the name of the Facility in the **Name** field.



If you are not sure of the spelling or of how the facility is listed in CIRTS, use an asterisk (*) to perform a wildcard search.

3. Enter any other Search criteria as necessary.

Search Party

Search Criteria

Name:

City:

State:

Zip Code:

Street:

Sort Options

Sort By:

Sort Order:

Search Options

Search History: ☐

Search Soundex: ☐

Search Results

Name	Street Address	City	State	Zip Code	Report ID
No search done					

Showing 0 to 0 of 0 entries

4. Click the **Search** button.

The Search Results will display.

Search Party

Search Criteria

Name:

City:

State:

Zip Code:

Street:

Sort Options

Sort By:

Sort Order:

Search Options

Search History: ☐

Search Soundex: ☐

Search Results

Name	Street Address	City	State	Zip Code	Report ID
TEST COVERAGE FACILITY 1	410 CAPITOL AVE	Hartford	CT	06106	1048
TEST COVERAGE FACILITY 2	450 CAPITOL AVE	Hartford	CT	06106	1049
TEST COVERAGE FACILITY 3	480 CAPITOL AVE	HARTFORD	CT	06106	1050
TEST PEDS	TEST DRIVE	Manchester	CT	06042	1055
Test Facility	265 Slater Street	Hartford	CT	06512	1033
Testing Facility	456 Main	Manchester	CT	06040	1047

Showing 1 to 6 of 6 entries

5. Click the name of the Facility in the Search results list to select it.

Search Party

Search Criteria

Name:

City:

State:

Zip Code:

Street:

Sort Options

Sort By:

Sort Order:

Search Options

Search History: ☐

Search Soundex: ☐

Search Results

Name	Street Address	City	State	Zip Code	Report ID
TEST COVERAGE FACILITY 1	410 CAPITOL AVE	Hartford	CT	06106	1048
TEST COVERAGE FACILITY 2	450 CAPITOL AVE	Hartford	CT	06106	1049
TEST COVERAGE FACILITY 3	480 CAPITOL AVE	HARTFORD	CT	06106	1050
TEST PEDS	TEST DRIVE	Manchester	CT	06042	1055
Test Facility	265 Slater Street	Hartford	CT	06512	1033
Testing Facility	456 Main	Manchester	CT	06040	1047

Showing 1 to 6 of 6 entries

6. Click the **Select** button.

The selected Facility will be displayed in the Facility field.

01. Medical Home - Tigger T Tiger - Immunization Record

Facility:

Medical Record Number:

Patient Status:

Outreach Status:


Deleting Facility Information

If the current Facility is unknown, the Facility data can be deleted.

1. Click the **Clear** button (the Trashcan icon) to the right of the Facility link.

01. Medical Home - Tigger T Tiger - Immunization Record

Expand Details

Facility: Test Facility 

Patient Status: Active

Medical Record Number:


Outreach Status:

Save Cancel

The Facility link will be removed and the words “Not answered” will display in its place.

01. Medical Home - Tigger T Tiger - Immunization Record

Expand Details

Facility: Not answered 

Patient Status: Active

Medical Record Number:

Outreach Status:

Save Cancel


Viewing Facility Information

To view additional information about the Facility:

1. Click the **View Summary** button to the right of the Facility link.

01. Medical Home - Tigger T Tiger - Immunization Record

Expand Details

Facility: Pooh Pediatrics 

Patient Status: Active

Medical Record Number:

Outreach Status:

Save Cancel

The Client/Facility Summary screen will display.

Client/Facility Summary

Client/Facility Summary							
Name:	Pooh Pediatrics						
Create Date:	03/28/2016						
Notes:							

Address History		
Type	Dates	Address
	03/31/2016 - 04/06/2016	1 Robin Road, Hartford, CT 06101
	03/28/2016 - 03/31/2016	1 Robin Road, Hartford, CT 06101
	01/01/1900 - 03/28/2016	1 Robin Road, Hartford, CT 06101

Patients							
CIRTS ID	Report ID	Client	Status	Create Date	Record Type	City	Mother's Maiden Name
100715555	1051	Pooh Pediatrics	Open	03/28/2016	Facility	OPEN	OFFLINE

Close

- Click the **Close** button at the bottom of the screen to return to the Medical Home Question Package.

Updating the Outreach Status

To update a child's Outreach Status:

- Click the **Outreach Status** list button to display the status options.

01. Medical Home - Tigger T Tiger - Immunization Record

Expand Details

Facility	Pooh Pediatrics	Medical Record Number	
Patient Status	Active	Outreach Status	

Save Cancel

2. Patient Unknown
3. Lost to Follow Up
4. Transferred to Unknown

- Select either Patient Unknown, Lost to Follow Up, or Transferred to Unknown from the list. This will send the child's record to a DPH Outreach Workflow.
 - Patient Unknown:** If the child was never your patient
 - Lost to Follow Up:** If the child has not been seen in 6 months or more
 - Transferred to Unknown:** Please make every effort to learn where the patient has gone. This simple step of glancing at a chart or asking a parent greatly aids our outreach efforts.

01. Medical Home - Tigger T Tiger - Immunization Record

Expand Details

Facility	Pooh Pediatrics	Medical Record Number	
Patient Status	Active	Outreach Status	3. Lost to Follow Up

Save Cancel



When an Outreach Status is selected, the Facility is changed to Unknown Facility once the Save button is clicked.

01. Medical Home - Tigger T Tiger - Immunization Record

Expand Details

Facility	Pooh Pediatrics	Medical Record Number	123456
Patient Status	Active	Outreach Status	4. Transferred to Unknown
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

01. Medical Home - Tigger T Tiger - Immunization Record

Expand Details

Facility	Unknown Facility	Medical Record Number	123456
Patient Status	Active	Outreach Status	4. Transferred to Unknown
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

A message stating that “Medical Home for the patient is UNKNOWN due to the Outreach Status” is now displayed in the Summary Information section of the immunization record.

Immunization Record

Summary Information	
CIRTS ID:	100715951
Report ID:	100715951
Record Type:	Immunization Record
Client:	Tigger T Tiger Birth Date(mm/dd/yyyy): 01/01/2015 (1 y 4 m Male)
Case Status:	Open
Immunization Summary, Forecast & Schedules:	<p>Alternate Schedule</p> <p>Children with certain medical conditions/travel plans require vaccinations not forecast by the registry. Additional PCV/PPSV may be indicated for: asplenia/sickle cell; chronic heart, lung and liver disease; diabetes; CSFL; cochlear implants; alcoholism; and, immuno-compromising conditions. Additional meningococcal vaccinations may be indicated for travel to sub-Saharan Africa, for persistent complement component deficiencies and asplenia/sickle cell. Links to recommendations are: Advisory Committee on Immunization Practices (ACIP) Recommendations</p> <p>Mainframe Scheduled Maintenance is every Sunday between 4:00 AM and 9:00 AM. CIRTS is not available during this time.</p> <p>Medical Home for this patient is UNKNOWN due to the Outreach Status</p> <p>Summary and Forecast: Immunization Summary Immunization Forecast Immunization Certificate</p> <p>CDC Schedules: 0-6 yrs Schedule 7-18 yrs Schedule Catch-up Schedule Simplified Schedule Adult Immunization</p> <p>Overdue Vaccines: Hib, Influenza, PCV</p> <p>Vaccines Due: Hep A, MMR, Varicella</p> <p>Enrolled in CIRTS: Yes</p> <p>VFC Status/Insurance: Unknown / Privately Insured : N/A</p> <p>Active Clinical Comments: Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Hep</p>

Edit Case Properties



When the Medical Home Facility is updated, **the Outreach Status field must be cleared** for the Facility to be saved in the Question Package.

Chapter 9: CIRTS Demographics Question Package

OVERVIEW

Purpose

Describe the CIRTS Demographics Question Package.

Objectives

- View the CIRTS Demographics Question Package
 - Define the fields in the CIRTS Demographics Question Package
 - Enter information in the CIRTS Demographics Question Package
-

CIRTS DEMOGRAPHICS QUESTION PACKAGE

The Demographics Question Package is a set of information (questions) relating to the Client including:

- Demographics information
- Responsible Care Giver information

To view the Demographics Question Package

1. Search for and open a Client record.
2. Either **double-click** Demographics in the Question Package table, or click once on Demographics in the Question Package table and then click the **View Question Package** button.

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	04/06/2016	Test Provider [TProvider]
02. Demographics	Record	04/06/2016	Test Provider [TProvider]
03. CIRTS Consent	Record	04/06/2016	Test Provider [TProvider]
04. Clinical Comments	Record	04/06/2016	Test Provider [TProvider]
05. Immunization Detailed History	Record	04/06/2016	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	04/06/2016	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	04/06/2016	Test Provider [TProvider]
08. Insurance	Record	04/06/2016	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	04/06/2016	Test Provider [TProvider]

View Question Package

The Demographics Question Package will display.

02. Demographics - Tigger T Tiger - Immunization Record

Expand Details

Demographics

Address (Home)
 Street 1 Honeypot Lane
 City Hartford
 State CT
 Zip code 06001
 Email
 Home Phone
 Cell Phone
 Work Phone
 Birth Date (mm/dd/yyyy) 01/01/2015
 Gender Male

Above Client Info will be updated based on the Current Responsible Care Giver information below if the information is complete (*).

Race Unknown
 Birth Country USA
 Language English American
 Ethnicity Unknown
 Birth State CT
 VFC Date Screened (mm/dd/yyyy) *
 (To be completed by Provider Users only)
 VFC Status Unknown

* VFC-Eligibility
 (Must be screened every time a vaccine is administered)
 (To be completed by Provider Users only)
 Enrolled in CIRTS (Change Enrolled in CIRTS): YES

Current Responsible Care Giver Type
 Current Responsible Care Giver Mother

Responsible Care Giver(s) Information

Care Giver Type Mother Add New

First Name
 Last Name
 Date of Birth (mm/dd/yyyy)
 City Hartford
 Zip code 06001
 Work Phone
 Email
 Middle Name
 Maiden Name
 Street address 1 Honeypot Lane
 State CT
 Home Phone
 Cell Phone

* Indicates required field

Save Cancel

The data fields in the Demographics Question Package are:

Demographic section	
Address (Home)	Address information of the child: Pre-filled from Add New Patient screen
Street	Street Address of child: Pre-filled from Add New Patient screen
City	City of child: Pre-filled from Add New Patient screen
State	State of child: Pre-filled from Add New Patient screen
Zip code	Zip Code of child: Pre-filled from Add New Patient screen
Email	Email of child: Pre-filled from Add New Patient screen
Home Phone	Home Telephone of child: Pre-filled from Add New Patient screen
Work Phone	Work Telephone of child: Pre-filled from Add New Patient screen
Cell Phone	Mobile Phone of child: Pre-filled from Add New Patient screen
Birth Date	Birth Date of child: Pre-filled from Add New Patient screen
Gender	Gender of child: Pre-filled from Add New Patient screen – Male, Female, Transgender
Race	Race of child: American Indian/Alaskan Native, Asian, Black/African American, Native Hawaiian/Pacific Islander, Other, Unknown, White
Ethnicity	Ethnicity of child: Hispanic or Latino, Unknown, not Hispanic or Latino
Birth Country	Birth Country of child
Birth State	Birth State of child
Language	Language of child
VFC Date Screened (mm/dd/yyyy)	Date of VFC Screening. To be completed by Provider Users only.
VFC Eligibility	1. Insured, 2. Husky B, 3. Under-insured, 4. Husky A, 5. Native American/Alaskan Native, 6. No Health Insurance To be completed by Provider Users only.
VFC Status	VFC Status of child: VFC-Eligible, VFC-Ineligible, Unknown

Enrolled in CIRTS	CIRTS Enrollment Status of child: Yes, No
Current Responsible Care Giver Type section	
Current Responsible Care Giver	Child's Current Responsible Care Giver Type: Father, Guardian, Mother, Non-household Contact, Self
Responsible Care Giver(s) Information section	
Care Giver Type	Child's Current Responsible Care Giver Type: Father, Guardian, Mother, Non-household Contact, Self
First Name	First Name of child's Responsible Care Giver
Middle Name	Middle Initial of child's Responsible Care Giver
Last Name	Last Name of child's Responsible Care Giver
Maiden Name/Suffix	If Care Giver Type is Mother: Mother's Maiden Name If Care Giver Type is Father: Father's Name Suffix For any other Care Giver Type this field does not display
Date of Birth (mm/dd/yyyy)	Date of Birth of child's Responsible Care Giver
Street address	Street Address of child's Responsible Care Giver
City	City of child's Responsible Care Giver
State	State of child's Responsible Care Giver
Zip code	Zip Code of child's Responsible Care Giver
Home Phone	Home Telephone number of child's Responsible Care Giver - enter "(999) 999-9999" if unknown
Work Phone	Work Telephone of child's Responsible Care Giver
Cell Phone	Mobile Phone of child's Responsible Care Giver
Email	Email address of child's Responsible Care Giver

Required questions are indicated by an asterisk ("*"); Question Packages will still be saved with unanswered "required" questions.

3. Answer as many questions as possible.
4. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.



Reminder: To delete any item that has been selected from any list in the Question Package, scroll to the top of the list and select the "empty" item.

Entering Responsible Care Giver(s) Information

If a Care Giver Type has not been selected in the Responsible Care Giver(s) Information section, no additional fields will be displayed; additional fields will display after a selection is made from the list.

1. Select a **Current Responsible Care Giver** from the dropdown list.

2. Select a **Care Giver Type** from the dropdown list.

The additional fields will display in the Responsible Care Giver(s) Information section.

Current Responsible Care Giver Type			
Current Responsible Care Giver		Mother	
Responsible Care Giver(s) Information			
Care Giver Type	Mother	Add New	
First Name		Middle Name	
Last Name		Maiden Name	Tigress
Date of Birth (mm/dd/yyyy)		Street address *	
City *		State *	CT
Zip code *		Home Phone	
Work Phone		Cell Phone	
Email			
* Indicates required field			
Save		Cancel	

3. Enter the appropriate Care Giver information.

Entering Multiple Responsible Care Giver(s) Information

If the patient has multiple Responsible Care Givers:

1. Click the **Add New** link to the right of the Care Giver Type field.

Responsible Care Giver(s) Information			
Care Giver Type	Mother	Add New	
First Name		Middle Name	
Last Name		Maiden Name	Tigress
Date of Birth (mm/dd/yyyy)		Street address *	
City *		State *	CT
Zip code *		Home Phone	
Work Phone		Cell Phone	
Email			
* Indicates required field			
Save		Cancel	

An additional Care Giver Type field will display below the previous Responsible Care Giver(s) Information.

Responsible Care Giver(s) Information			
Care Giver Type	Mother		
First Name		Middle Name	
Last Name		Maiden Name	Tigress
Date of Birth (mm/dd/yyyy)		Street address *	
City *		State *	CT
Zip code *		Home Phone	
Work Phone		Cell Phone	
Email			
Care Giver Type			
* Indicates required field			
Save		Cancel	

Chapter 10: CIRTS Consent Question Package

OVERVIEW

Purpose

Describe the CIRTS Consent Screening Question Package.

Objectives

- View the CIRTS Consent Question Package
 - Define the fields in the CIRTS Consent Question Package
 - Enter Information in the CIRTS Consent Question Package
-

CIRTS CONSENT QUESTION PACKAGE

The Consent Question Package is a set of information (questions) relating to the Client including:

- CIRTS Consent History
- Declaration



Children can opt in and opt out of CIRTS at any time. Please contact the DPH Administrator to change the CIRTS consent status

To view the Consent Question Package

1. Search for and open a Client record.
2. Either **double-click** CIRTS Consent in the Question Package table, or click once on CIRTS Consent in the Question Package table and then click the **View Question Package** button.

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	04/12/2016	Test Provider [TProvider]
02. Demographics	Record	04/06/2016	Test Provider [TProvider]
03. CIRTS Consent	Record	04/06/2016	Test Provider [TProvider]
04. Clinical Comments	Record	04/06/2016	Test Provider [TProvider]
05. Immunization Detailed History	Record	04/06/2016	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	04/06/2016	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	04/06/2016	Test Provider [TProvider]
08. Insurance	Record	04/06/2016	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	04/06/2016	Test Provider [TProvider]

View Question Package

The CIRTS Consent Question Package will display.

03. CIRTS Consent - Tigger T Tiger - Immunization Record

Expand Details

CIRTS Consent History

Enrolled in CIRTS: Yes Effective Date (mm/dd/yyyy) *: 03/28/2016

Declaration

Declaration:

Children are automatically enrolled in CIRTS at time of birth through birth certificate information unless parents elect not to have their children enrolled by signing the opt-out portion of the CIRTS Enrollment Form (bottom right of the form)

If parents would like to:

1) opt-out their children who are already in CIRTS;

or,

2) enroll children who previously opted out,

parents must indicate their wish on the CIRTS Enrollment Form. The completed form must then be sent to the Immunization Program.

[CIRTS Enrollment Form in English](#)

[CIRTS Enrollment Form in Spanish](#)

* Indicates required field

Save Cancel

The data fields in the CIRTS Consent Question Package are:

CIRTS Consent History section	
Enrolled in CIRTS	Is child enrolled in CIRTS: Yes, No – can only be entered by DPH Staff
Effective Date (mm/dd/yyyy)	Effective Date of child's enrollment in CIRTS - can only be entered by DPH Staff
Declaration section	
CIRTS Enrollment Form in English	A link that displays a CIRTS enrollment form in English
CIRTS Enrollment Form in Spanish	A link that displays a CIRTS enrollment form in Spanish

Required questions are indicated by an asterisk ("*"); Question Packages will still be saved with unanswered "required" questions. There are no required questions in the CIRTS Consent Question Package.

3. Answer as many questions as possible.
4. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.

To view the CIRTS Enrollment Form

1. Click either the **CIRTS Enrollment Form in English** or the **CIRTS Enrollment Form in Spanish** link at the bottom of the Declaration section.

03. CIRTS Consent - Tigger T Tiger - Immunization Record

Expand Details

CIRTS Consent History

Enrolled in CIRTS: Yes (dropdown menu)

Effective Date (mm/dd/yyyy) *: 03/28/2016

Declaration

Declaration:

Children are automatically enrolled in CIRTS at time of birth through birth certificate information unless parents elect not to have their children enrolled by signing the opt-out portion of the CIRTS Enrollment Form (bottom right of the form)

If parents would like to:

- 1) opt-out their children who are already in CIRTS;
- or,
- 2) enroll children who previously opted out,

parents must indicate their wish on the CIRTS Enrollment Form. The completed form must then be sent to the Immunization Program.

[CIRTS Enrollment Form in English](#)

[CIRTS Enrollment Form in Spanish](#)

* Indicates required field

Save Cancel

The selected CIRTS Enrollment Form will open in a new window.

2. Click the **Print** icon in your browser to print the form.

Chapter 11: Clinical Comments Question Package

OVERVIEW

Purpose

Describe the Clinical Comments Question Package.

Objectives

- View the Clinical Comments Question Package
 - Define the fields in the Clinical Comments Question Package
 - Enter information in the Clinical Comments Question Package
-

CLINICAL COMMENTS QUESTION PACKAGE

The Clinical Comments Question Package is a set of information (questions) relating to the Client including:

- Refusals
- Allergies
- Precautions
- Immunities
- Contraindications

Clinical Comments will display on the Immunization Certificate and will impact the Immunization Forecast. For example: if there is a reaction to a particular vaccine, the vaccine will not display as due or overdue in the Forecast. The following Immunization Forecast illustrates that Varicella is not on the recommended schedule because of a contraindication that was entered in the Clinical Comments.

Immunization Forecast - Winnie Pooh					
Birth Date(mm/dd/yyyy): 10/24/2010 Age: 1 y 5 m Gender: Male					
Overdue Vaccines: PCV Vaccines Due: HepA, MCV, MMR					
Report Date: Mar 28 2012 10:2:52 AM					
Recommended Schedule					
Group Name	Earliest Date	Recommended Date	Overdue Date	Latest Date	Comment
DTP/aP	10/24/2014	10/24/2014	10/24/2015	10/23/2017	
PCV	04/27/2011	04/27/2011	05/27/2011	10/23/2015	
Polio	10/24/2014	10/24/2014	10/24/2015	10/23/2028	
Influenza	08/01/2012	08/01/2012	09/01/2012	10/24/2130	
MMR	12/08/2011	10/24/2014	10/24/2015	10/24/2130	
Varicella					[Contraindication: Clinician-certified history of varicella (chickenpox)]
HepA	10/24/2011	10/24/2011	05/24/2012	10/23/2029	
MCV	07/24/2011	10/24/2021	10/24/2022	10/23/2030	
HPV	10/24/2019	10/24/2021	10/24/2023	10/23/2032	
Pneumo-Poly	10/24/2015	10/24/2015	11/24/2015	10/24/2130	
Tdap	10/24/2017	10/24/2017	10/24/2022	10/24/2130	
Zoster	10/24/2070	10/24/2070	10/24/2071	10/24/2130	

Forecasting may not be accurate for series that diverge substantially from the recommended schedule. Please use clinical judgement when interpreting data and recommendations.

To view the Clinical Comments Question Package

1. Search for and open a Client record.
2. Either **double-click** Clinical Comments in the Question Package table, or click once on Clinical Comments in the Question Package table and then click the **View Question Package** button.

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	04/12/2016	Test Provider [TProvider]
02. Demographics	Record	04/06/2016	Test Provider [TProvider]
03. CIRTS Consent	Record	04/12/2016	Test Provider [TProvider]
04. Clinical Comments	Record	04/06/2016	Test Provider [TProvider]
05. Immunization Details History	Record	04/06/2016	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	04/06/2016	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	04/06/2016	Test Provider [TProvider]
08. Insurance	Record	04/06/2016	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	04/06/2016	Test Provider [TProvider]

View Question Package

The Clinical Comments Question Package will display.

04. Clinical Comments - Tigger T Tiger - Immunization Record

[Expand Details](#)

Active Clinical Comments

Category:

Inactive Clinical Comments

Category:

Save Cancel

The data fields in the Clinical Comments Question Package are:

Active Clinical Comments section	
Category	Category of the Active Clinical Comment: Contraindications – Allergy Previous Dose, Contraindications – Allergy Vaccine Component, Immunity by History or Titer, Precautions, Refusals, Religious exemptions, and Medical Conditions / Risk Factors
Inactive Clinical Comments section	
Category	Category of the Inactive Clinical Comment: Contraindications – Allergy Previous Dose, Contraindications – Allergy Vaccine Component, Immunities, Precautions, Refusals, Religious exemptions, and Medical Conditions / Risk Factors

Required questions are indicated by an asterisk ("*"); Question Packages will still be saved with unanswered "required" questions. There are no required questions in the Clinical Comments Question Package.

3. Answer as many questions as possible.
4. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.



Reminder: To delete any item that has been selected from any list in the Question Package, scroll to the top of the list and select the “empty” item.

Entering Clinical Comments

If a Clinical Comments Category has not been selected in either the Active Clinical Comments section or the Inactive Clinical Comments section, no additional fields will be displayed; additional fields will display after a selection is made from one of the lists.

1. Select a **Category** from the dropdown list.

The additional fields will display in the Active or Inactive Clinical Comments section. The additional field type will vary based on the selected Category. For example, if “Contraindications – Allergy Previous Dose” was selected, the new field displayed is “Contraindications”. If “Refusal” was selected, the new field displayed is “Refusal”.

2. Select the appropriate Category information from the new list.

Based on the selection, even more additional fields will display in the Active or Inactive Clinical Comments section. For example, if “Contraindication: severe allergic reaction (e.g. anaphylaxis) after a previous dose of Measles)” was selected, new fields are displayed for “Applied Date” and “End Date”.

04. Clinical Comments - Tigger T Tiger - Immunization Record + Expand Details

Active Clinical Comments	
Category: <input type="text"/>	Contraindications - Allergy Previous Dose Add New
Contraindication	Contraindication: Severe allergic reaction (e.g., a
Applied Date (mm/dd/yyyy)	04/12/2016
End Date (mm/dd/yyyy)	

Inactive Clinical Comments	
Category: <input type="text"/>	Refusals Add New
Refusal	

Save Cancel

3. Enter the appropriate information in the new fields.

Entering Multiple Clinical Comments

If the immunization record has multiple Clinical Comments:

1. Click the **Add New** link to the right of the Category field.

04. Clinical Comments - Tigger T Tiger - Immunization Record + Expand Details

Active Clinical Comments	
Category: <input type="text"/>	Contraindications - Allergy Previous Dose Add New
Contraindication	Contraindication: Severe allergic reaction (e.g., a
Applied Date (mm/dd/yyyy)	04/12/2016
End Date (mm/dd/yyyy)	04/01/2017

Inactive Clinical Comments	
Category: <input type="text"/>	Refusals Add New
Refusal	

Save Cancel

An additional Category field will display below the previous Category Information.

04. Clinical Comments - Tigger T Tiger - Immunization Record + Expand Details

Active Clinical Comments	
Category: <input type="text"/>	Contraindications - Allergy Previous Dose
Contraindication	Contraindication: Severe allergic reaction (e.g., a
Applied Date (mm/dd/yyyy)	04/12/2016
End Date (mm/dd/yyyy)	04/01/2017

Inactive Clinical Comments	
Category: <input type="text"/>	Refusals Add New
Refusal	

Save Cancel

Audit Review of Clinical Comments

For a list of the Clinical Comments history:

1. If necessary, click the **Expand Details** link at the top of the Question Package.

04. Clinical Comments - Tigger T Tiger - Immunization Record

[Expand Details](#)

2. Click the **Click Here for Audit Review** link at the top of the Question Package.

04. Clinical Comments - Tigger T Tiger - Immunization Record

Birth Date(mm/dd/yyyy): 01/01/2015 Age : 1 Yr 3 Mo Gender: Male VFC Status: Unknown Insurance:
Address: 1 Honeyroot Lane, Hartford, CT 06001

[Click for Audit Review](#)

[Close Details](#)

An Audit Review report will display in a new window.

http://10.28.85.120:8080/cirts/headerLink.do?qp=03&k=track_audit - Windows Internet E...

http://10.28.85.120:8080/cirts/headerLink.do?qp=03&k=track_audit

Date Modified	Modified By	Details	New Value	Old Value
2016-04-12 15:34:35.898	TProvider	Contraindication	[Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Measles,Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Varicella,Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of HepB-Peds]	[Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Measles,Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Varicella]
2016-04-12 15:34:35.898	TProvider	Applied Date (mm dd/yyyy)	[04/12/2016,04/12/2016,04/12/2016]	[04/12/2016,04/12/2016]
2016-04-12 15:34:35.898	TProvider	End Date (mm dd/yyyy)	[04/12/2017,04/12/2017,04/12/2017]	[04/12/2017,04/12/2017]
2016-04-12 15:33:12.19	TProvider	Contraindication	[Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Measles,Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Varicella]	Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Measles
2016-04-12 15:33:12.19	TProvider	Applied Date (mm dd/yyyy)	[04/12/2016,04/12/2016]	04/12/2016
2016-04-12 15:33:12.19	TProvider	End Date (mm dd/yyyy)	[04/12/2017,04/12/2017]	04/12/2017
2016-04-12 15:31:41.387	TProvider	End Date (mm dd/yyyy)	04/12/2017	null
2016-04-12 15:31:41.387	TProvider	Contraindication	Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Measles	null
2016-04-12 15:31:41.387	TProvider	Refusal	Mumps vaccine refused	null
2016-04-12 15:31:41.387	TProvider	Applied Date (mm dd/yyyy)	04/12/2016	null
2016-04-12 15:31:41.387	TProvider	End Date (mm dd/yyyy)	04/12/2017	null
2016-04-12 15:31:41.387	TProvider	Applied Date (mm dd/yyyy)	04/12/2016	null

[Close](#)

3. Click the **Close** link to close the Audit Review window and return to the Clinical Comments Question Package.

Chapter 12: Immunization Detailed History Question Package

OVERVIEW

Purpose

Describe the Immunization Detailed History Question Package.

Objectives

- View the Immunization Detailed History Question Package
 - Define the fields in the Immunization Detailed History Question Package
 - Enter information in the Immunization Detailed History Question Package
-

IMMUNIZATION DETAILED HISTORY QUESTION PACKAGE

The Immunization Detailed History Question Package is a set of information (questions) relating to the Client including:

- Client's history of vaccinations

To view the Immunization Detailed History Question Package

1. Search for and open a Client record.
2. Either **double-click** Immunization Detailed History in the Question Package table, or click once on Immunization Detailed History in the Question Package table and then click the **View** Question Package button.

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	04/12/2016	Test Provider [TProvider]
02. Demographics	Record	04/06/2016	Test Provider [TProvider]
03. CIRTS Consent	Record	04/12/2016	Test Provider [TProvider]
04. Clinical Comments	Record	04/12/2016	Test Provider [TProvider]
05. Immunization Detailed History	Record	04/06/2016	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	04/06/2016	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	04/06/2016	Test Provider [TProvider]
08. Insurance	Record	04/06/2016	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	04/06/2016	Test Provider [TProvider]

View Question Package

The Immunization Detailed History Question Package will display.



If no immunization information has been entered in either the Immunization Administration – Current Provider Question Package or the Immunization Administration – Historical Provider Question Package, the Immunization Detailed History Question Package will display a message stating that “There is no immunization detail history available for the client”.

05. Immunization Detailed History - Eyore Donkey - Immunization Record

Expand Details

There is no immunization detail history available for the client

* Vaccine Groups:

* Indicates required field

Save Cancel



After data is entered in either the Immunization Administration – Current Provider Question Package or the Immunization Administration – Historical Provider Question Package, the data is moved to the Immunization Detailed History Question Package and will no longer display in the Immunization Administration – Current Provider Question Package or the Immunization Administration – Current Provider Question Package.

05. Immunization Detailed History - Tigger T Tiger - Immunization Record

[Expand Details](#)

* Vaccine Groups: Rotavirus		Trade Name:		** Date Given: (mm/dd/yyyy) 03/02/2015	
** Vaccine: Rotavirus, monovalent (Rotarix)		Manufacturer:		Lot Number:	
Historical shot: Yes		Dose:		Route:	
Date Reported: (mm/dd/yyyy) 03/28/2016		Route:		Site:	
Incomplete Dose: No		VIS Publication Date:		Vaccine Administered By:	
VIS Given: (mm/dd/yyyy)		Is State Supplied?		Admin Facility: Pooh Pediatrics	
Data Entered By: Loretta Rivera		Vaccine Data Source: User Adding Child		Expired lot administered?	
VFC Status:		Delete shot record due to data entry error <input type="checkbox"/> Yes			
Medical Record Number					

* Vaccine Groups: PCV		Trade Name:		** Date Given: (mm/dd/yyyy) 03/02/2015	
** Vaccine: Pneumococcal Conjugate (PCV-13) (Prevnar)		Manufacturer:		Lot Number:	
Historical shot: Yes		Dose:		Route:	
Date Reported: (mm/dd/yyyy) 03/28/2016		Route:		Site:	
Incomplete Dose: No		VIS Publication Date:		Vaccine Administered By:	
VIS Given: (mm/dd/yyyy)		Is State Supplied?		Admin Facility: Pooh Pediatrics	
Data Entered By: Loretta Rivera		Vaccine Data Source: User Adding Child		Expired lot administered?	
VFC Status:		Delete shot record due to data entry error <input type="checkbox"/> Yes			
Medical Record Number					

The data fields in the Immunization Detailed History Question Package are:

Vaccine Information section	
* Vaccine Group	*Required field – vaccine group name
** Vaccine	**Required field – vaccine name
Trade Name	Vaccine trade name
** Date Given	**Required field – date vaccine was administered to the patient
Historical Shot	This field is checked when the vaccine was entered under the Immunization Administration – Historical Provider Question Package
Manufacturer	Vaccine manufacturer
Lot Number	Vaccine lot number – free text field
Date Reported	Date the vaccine was imported or data was entered into the registry – automatically populated by CIRTS
Dose	Amount of the vaccine administered
Incomplete Dose	Incomplete vaccine dose: Yes or No
Route	Route of vaccine administration: Intramuscular, Subcutaneous, Multiple Puncture, Oral, Intradermal

Site	Site of vaccine administration: Left Deltoid, Left Gluteus Medius, Left Leg, Left Lower Forearm, Left Thigh, Left Upper Arm, Left Vastus Lateralis, Other, Right Deltoid, Right Gluteus Medius, Right Leg, Right Lower Forearm, Right Thigh, Right Upper Arm, Right Vastus Lateralis
VIS Given	Date the Vaccine Information Statement (VIS) was given to the patient
VIS Publication Date	Date the Vaccine Information Statement (VIS) was published – drop down list
Data Entered By	The Name of the CIRTS user who entered the vaccine data in CIRTS
Vaccine Administered By	The provider who administered the vaccine – free text field
Admin Facility	Medical home facility
VFC Status	The patient's Vaccines for Children (VFC) eligibility status
Is State Supplied?	State supplied vaccine: Yes or No
Expired Lot Administered?	Vaccine with an expired lot number administered: Yes or No
Delete shot record due to data entry error	Click to delete a shot record due to a data entry error (this will only delete the shot and not the patient record.)
Vaccine Data Source	Will always be "User Adding Child"
Medical Record Number	Client's Medical record Number assigned by the provider facility

Required questions are indicated by an asterisk (*). Required questions in order to **save** are indicated by a double asterisk (**). The required fields in the Immunization Detailed History Question Package are:

- Vaccine Group
- Vaccine Name
- Date Given



The Immunization Detailed History Question Package **will not be saved with unanswered "required" questions.**

3. Answer as many questions as possible.

4. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.

Reminder: To delete any item that has been selected from any list in the Question Package, scroll to the top of the list and select the “empty” item.

Chapter 13: Immunization Administration – Current Provider Question Package

OVERVIEW

Purpose

Describe the Immunization Administration – Current Provider Question Package.

Objectives

- View the Immunization Administration – Current Provider Question Package
 - Define the fields in the Immunization Administration – Current Provider Question Package
 - Enter information in the Immunization Administration – Current Provider Question Package
-

IMMUNIZATION ADMINISTRATION – CURRENT PROVIDER QUESTION PACKAGE

The Immunization Administration – Current Provider Question Package is a set of information (questions) relating to the Client including:

- Immunization Summary information
- Current provider vaccine information



After data is entered in the Immunization Administration – Current Provider Question Package, the data is moved to the Immunization Detailed History Question Package and will no longer display in the Immunization Administration – Current Provider Question Package.

To view the Immunization Administration – Current Provider Question Package

1. Search for and open a Client record.
2. Either **double-click** Immunization Administration – Current Provider in the Question Package table, or click once on Immunization Administration – Current Provider in the Question Package table and then click the **View Question Package** button.

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	04/12/2016	Test Provider [TProvider]
02. Demographics	Record	04/06/2016	Test Provider [TProvider]
03. CIRTS Consent	Record	04/12/2016	Test Provider [TProvider]
04. Clinical Comments	Record	04/13/2016	Test Provider [TProvider]
05. Immunization Detailed History	Record	04/06/2016	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	04/06/2016	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	04/06/2016	Test Provider [TProvider]
08. Insurance	Record	04/06/2016	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	04/06/2016	Test Provider [TProvider]

View Question Package

The Immunization Administration – Current Provider Question Package will display.

06. Immunization Administration - Current Provider - Tigger T Tiger - Immunization Record

+ Expand Details

* Vaccine Group: (To be completed by Provider Users only)
Select from the dropdown to add new 'Shots'

* Indicates required field

Save Cancel

Chapter 13: Immunization Administration – Current Provider Question Package

Selecting from the Vaccine Group list will display the fields for the selected vaccine.

06. Immunization Administration - Current Provider - Tigger T Tiger - Immunization Record

[Expand Details](#)

* Vaccine Group: (To be completed by Provider Users only)
Select from the dropdown to add new 'Shots' [Add New](#)

** Vaccine:

** Date Given: (mm/dd/yyyy)

Dose:

Is State Supplied?

VIS Given: (mm/dd/yyyy)

Vaccine Administered By:

Medical Record Number:

Trade Name:

Manufacturer:

Route:

Data Entered By:

VIS Publication Date:

Lot Number:

Incomplete Dose:

Admin Facility: [Unknown Facility](#)

* Indicates required field ** Indicates field required for save

The data fields in the Immunization Administration – Current Provider Question Package are:

Current Vaccine Information section	
* Vaccine Group	*Required field – vaccine group name
** Vaccine	**Required field – vaccine name
Trade Name	Vaccine trade name
Lot Number	Vaccine lot number – free text field
** Date Given	**Required field – date vaccine was administered to the patient
Manufacturer	Vaccine manufacturer
Incomplete Dose	Incomplete vaccine dose: Yes or No
Dose	Amount of the vaccine administered
Route	Route of vaccine administration: Intramuscular, Subcutaneous, , Multiple Puncture, Oral, Intradermal
Is State Supplied?	State supplied vaccine: Yes or No
Date Entered By	The Name of the CIRTS user who entered the vaccine data in CIRTS
Admin Facility	Medical home facility
VIS Given	Date the Vaccine Information Statement (VIS) was given to the patient
VIS Publication Date	Date the Vaccine Information Statement (VIS) was published – drop down list

Chapter 13: Immunization Administration – Current Provider Question Package

Vaccine Administered By	The provider who administered the vaccine – free text field
Medical Record Number	Client's Medical record Number assigned by the provider facility

Required questions are indicated by an asterisk ("*"). Required questions in order to **save** are indicated by a double asterisk ("**"). The required fields in the Immunization Administration – Current Provider Question Package are:

- Vaccine Group
- Vaccine Name
- Date Given



The Immunization Administration – Current Provider Question Package **will not be saved with unanswered “required” questions.**

3. Answer as many questions as possible.
4. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.



Reminder: To delete any item that has been selected from any list in the Question Package, scroll to the top of the list and select the “empty” item.

To view the Immunization Summary

For a list of the routine and non-routine shots in the Immunization Summary:

1. If necessary, click the **Expand Details** link at the top of the Question Package.

06. Immunization Administration - Current Provider - Tigger T Tiger - Immunization Record

* Vaccine Group: (To be completed by Provider Users only) Select from the dropdown to add new Shots [Expand Details](#)

* Indicates required field

The Immunization Summary will display at the top of the Question Package.

Chapter 13: Immunization Administration – Current Provider Question Package

06. Immunization Administration - Current Provider - Tigger T Tiger - Immunization Record

Birth Date(mm/dd/yyyy): 01/01/2015 Age : 1 Yr 3 Mo Gender: Male VFC Status: Unknown Insurance:
Address: 1 Honeypot Lane, Hartford, CT 06001

Immunization Summary	
Routine Shots:	DTP/aP 03/02/2015 05/15/2015 Hib 03/02/2015 05/15/2015 PCV 03/02/2015 05/15/2015 Polio 03/02/2015 05/15/2015 Rotavirus 03/02/2015 05/15/2015
Support Materials:	Immunization Summary Immunization Forecast
Non-Routine Shots:	0-6 yrs Schedule 7-18 yrs Schedule Catch-up Schedule Simplified Schedule Adult Immunization
Clinical Comments:	Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Measles; Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Varicella; Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of HepA-Peds; Contraindication: Severe allergic reactions (e.g., anaphylaxis) to egg protein. All flu vaccinations are contraindicated. Refer to allergist.; Polio vaccine refused
Recommended Groups:	DTP/aP, Hep B, Hib, Influenza, PCV Polio

[Close Details](#)

* Vaccine Group: (To be completed by Provider Users only)
Select from the dropdown to add new 'Shots'

* Indicates required field

Entering Admin Facility Information

The Admin Facility defaults to the facility selected in the Medical Home Question Package. To enter a different Admin Facility, it is necessary to perform a search; the Admin Facility cannot be typed directly into the field.

1. Click the **Search** button to the right of the Admin Facility field.

06. Immunization Administration - Current Provider - Tigger T Tiger - Immunization Record

[Expand Details](#)

* Vaccine Group: (To be completed by Provider Users only) [Add New](#)
Select from the dropdown to add new 'Shots'

** Vaccine: Hepatitis A (Pediatric)

** Date Given: (mm/dd/yyyy) 04/13/2016

Dose: 0.5

Is State Supplied? No

Click here for a table of state-supplied vaccines

VIS Given: (mm/dd/yyyy) CDC VIS

Vaccine Administered By:

Medical Record Number:

* Indicates required field ** Indicates field required for save

Trade Name: Havrix-Peds 2 Dose

Manufacturer: GlaxoSmithKline

Route: Intramuscular

Data Entered By: Test Provider

VIS Publication Date: CDC VIS

Lot Number: 456

Incomplete Dose: No

Site: Left Upper Arm

Admin Facility: Unknown Facility

The Search Party dialog box will display.

Search Party

Search Criteria

Name:

City:

State:

Zip Code:

Street:

Sort Options

Sort By: Name

Sort Order: Ascending

Search Options

Search History: ☐

Search Soundex: ☐

Search Results

Search Results

Name	Street Address	City	State	Zip Code	Report ID
No search done					

Showing 0 to 0 of 0 entries

Chapter 13: Immunization Administration – Current Provider Question Package

2. Enter the name of the Admin Facility in the **Name** field.



If you are not sure of the spelling or of how the facility is listed in CIRTS, use an asterisk (*) to perform a wildcard search.

3. Enter any other Search criteria as necessary.

Search Party

Search Criteria

Name:

City:

State:

Zip Code:

Street:

Sort Options

Sort By:

Sort Order:

Search Options

Search History: ☐

Search Soundex: ☐

Search Results

Name	Street Address	City	State	Zip Code	Report ID
No search done					

Showing 0 to 0 of 0 entries

4. Click the **Search** button.

The Search Results will display.

Search Party

Search Criteria

Name:

City:

State:

Zip Code:

Street:

Sort Options

Sort By:

Sort Order:

Search Options

Search History: ☐

Search Soundex: ☐

Search Results

Name	Street Address	City	State	Zip Code	Report ID
Pooh Pediatrics	1 Robin Road	Hartford	CT	06101	1051

Showing 1 to 1 of 1 entries

5. **Click** the name of the Admin Facility in the Search results list to select it.

Chapter 13: Immunization Administration – Current Provider Question Package

Search Party

Search Criteria

Name:

City:

State:

Zip Code:

Street:

Sort Options

Sort By:

Sort Order:

Search Options

Search History: ☐

Search Soundex: ☐

Search Results

Name	Street Address	City	State	Zip Code	Report ID
Pooh Pediatrics	1 Robin Road	Hartford	CT	06101	1051

Showing 1 to 1 of 1 entries

- Click the **Select** button.

The selected Facility will be displayed in the Admin Facility field.

06. Immunization Administration - Current Provider - Tigger T Tiger - Immunization Record

* Vaccine Group: (To be completed by Provider Users only)
Select from the dropdown to add new 'Shots'

** Vaccine:

** Date Given: (mm/dd/yyyy)

Dose:

Is State Supplied?

Click here for a table of state-supplied vaccines

VIS Given: (mm/dd/yyyy) CDC VIS

Vaccine Administered By:

Medical Record Number:

* Indicates required field ** Indicates field required for save

Trade Name:

Manufacturer:

Route:

Data Entered By:

VIS Publication Date: CDC VIS

Lot Number:

Incomplete Dose:

Site:

Admin Facility:



If the Admin Facility is unknown or is an “out-of-state” facility, enter “Other Site”. If the Admin facility is an out-of-country facility, enter “Other Site/Out of Country”. Do not leave this field unanswered or “empty”.

Deleting Admin Facility Information

If the current Admin Facility is unknown, the Facility data can be deleted.

- Click the **Clear** button (the Trashcan icon) to the right of the Admin Facility link.

06. Immunization Administration - Current Provider - Tigger T Tiger - Immunization Record

* Vaccine Group: (To be completed by Provider Users only)
Select from the dropdown to add new 'Shots'

** Vaccine:

** Date Given: (mm/dd/yyyy)

Dose:

Is State Supplied?

Click here for a table of state-supplied vaccines

VIS Given: (mm/dd/yyyy) CDC VIS

Vaccine Administered By:

Medical Record Number:

* Indicates required field ** Indicates field required for save

Trade Name:

Manufacturer:

Route:

Data Entered By:

VIS Publication Date: CDC VIS

Lot Number:

Incomplete Dose:

Site:

Admin Facility:

Chapter 13: Immunization Administration – Current Provider Question Package

The current Admin Facility will be removed and will be replaced by the default facility in the Medical Home Question Package.

06. Immunization Administration - Current Provider - Tigger T Tiger - Immunization Record

Expand Details

* Vaccine Group: (To be completed by Provider Users only)
Select from the dropdown to add new 'Shots'

** Vaccine: Hepatitis A (Pediatric) Trade Name: Havrix-Peds 2 Dose Lot Number: 456

** Date Given: (mm/dd/yyyy) 04/13/2016 Manufacturer: GlaxoSmithKline Incomplete Dose: No

Dose: 0.5 Route: Intramuscular Site: Left Upper Arm

Is State Supplied? No Data Entered By: Test Provider Admin Facility: Unknown Facility

VIS Given: (mm/dd/yyyy) CDC VIS VIS Publication Date: CDC VIS

Vaccine Administered By: Medical Record Number:

* Indicates required field ** Indicates field required for save

Viewing Admin Facility Information

To view additional information about the Admin Facility:

1. Click the **View Summary** button to the right of the Admin Facility link.

06. Immunization Administration - Current Provider - Tigger T Tiger - Immunization Record

Expand Details

* Vaccine Group: (To be completed by Provider Users only)
Select from the dropdown to add new 'Shots'

** Vaccine: Hepatitis A (Pediatric) Trade Name: Havrix-Peds 2 Dose Lot Number: 456

** Date Given: (mm/dd/yyyy) 04/13/2016 Manufacturer: GlaxoSmithKline Incomplete Dose: No

Dose: 0.5 Route: Intramuscular Site: Left Upper Arm

Is State Supplied? No Data Entered By: Test Provider Admin Facility: Pooh Pediatrics

VIS Given: (mm/dd/yyyy) CDC VIS VIS Publication Date: CDC VIS

Vaccine Administered By: Medical Record Number:

* Indicates required field ** Indicates field required for save

The Client/Facility Summary screen will display.

Client/Facility Summary

Client/Facility Summary

Name: Pooh Pediatrics

Create Date: 03/28/2016

Notes:

Address History

Type	Dates	Address
	03/31/2016 - 04/13/2016	1 Robin Road, Hartford, CT 06101
	03/28/2016 - 03/31/2016	1 Robin Road, Hartford, CT 06101
	01/01/1900 - 03/28/2016	1 Robin Road, Hartford, CT 06101

Patients

CIRTS ID	Report ID	Client	Status	Create Date	Record Type	City	Mother's Maiden Name
100715555	1051	Pooh Pediatrics	Open	03/28/2016	Facility	OPEN	OFFLINE

2. Click the **Close** button at the bottom of the screen to return to the Immunization Administration – Current Provider Question Package.

Chapter 13: Immunization Administration – Current Provider Question Package

Entering Multiple Vaccines

If the immunization record has multiple vaccines:

1. Click the **Add New** link to the right of the Vaccine Group field.



You can also click on one of the vaccine links in the Recommended Groups section.

06. Immunization Administration - Current Provider - Tigger T Tiger - Immunization Record

[Expand Details](#)

* Vaccine Group: (To be completed by Provider Users only)
Select from the dropdown to add new 'Shots' [Add New](#)

** Vaccine:

** Date Given: (mm/dd/yyyy)

Dose:

Is State Supplied? [Click here for a table of state-supplied vaccines](#)

VIS Given: (mm/dd/yyyy) CDC VIS

Vaccine Administered By:

Medical Record Number:

Trade Name:

Manufacturer:

Route:

Data Entered By:

Lot Number:

Incomplete Dose:

Site:

Admin Facility: [Pooh Pediatrics](#)

VIS Publication Date: CDC VIS

* Indicates required field ** Indicates field required for save

An additional Vaccine Group field displays below the previous Vaccine information.

06. Immunization Administration - Current Provider - Tigger T Tiger - Immunization Record

[Expand Details](#)

* Vaccine Group: (To be completed by Provider Users only)
Select from the dropdown to add new 'Shots'

** Vaccine:

** Date Given: (mm/dd/yyyy)

Dose:

Is State Supplied? [Click here for a table of state-supplied vaccines](#)

VIS Given: (mm/dd/yyyy) CDC VIS

Vaccine Administered By:

Medical Record Number:

Trade Name:

Manufacturer:

Route:

Data Entered By:

Lot Number:

Incomplete Dose:

Site:

Admin Facility: [Pooh Pediatrics](#)

VIS Publication Date: CDC VIS

* Indicates required field ** Indicates field required for save

Vaccine Group: (To be completed by Provider Users only)
Select from the dropdown to add new 'Shots'

Chapter 14: Immunization Administration – Historical Provider Question Package

OVERVIEW

Purpose

Describe the Immunization Administration – Historical Provider Question Package.

Objectives

- View the Immunization Administration – Historical Provider Question Package
 - Define the fields in the Immunization Administration – Historical Provider Question Package
 - Enter information in the Immunization Administration – Historical Provider Question Package
-

IMMUNIZATION ADMINISTRATION – HISTORICAL PROVIDER QUESTION PACKAGE

The Immunization Administration – Historical Provider Question Package is a set of information (questions) relating to the Client including:

- Immunization Summary information
- Historical Vaccine information



After data is entered in the Immunization Administration – Historical Provider Question Package, the data is moved to the Immunization Detailed History Question Package and will no longer display in the Immunization Administration – Historical Provider Question Package.

To view the Immunization Administration – Historical Provider Question Package

1. Search for and open a Client record.
2. Either **double-click** Immunization Administration – Historical Provider in the Question Package table, or click once on Immunization Administration – Historical Provider in the Question Package table and then click the **View Question Package** button.

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	04/12/2016	Test Provider [TProvider]
02. Demographics	Record	04/06/2016	Test Provider [TProvider]
03. CIRTS Consent	Record	04/12/2016	Test Provider [TProvider]
04. Clinical Comments	Record	04/13/2016	Test Provider [TProvider]
05. Immunization Detailed History	Record	04/06/2016	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	04/06/2016	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	04/06/2016	Test Provider [TProvider]
08. Insurance	Record	04/06/2016	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	04/06/2016	Test Provider [TProvider]

View Question Package

The Immunization Administration – Historical Provider Question Package will display.

07. Immunization Administration - Historical Provider - Tigger T Tiger - Immunization Record

Expand Details

Historical Vaccine Group * Historical vaccine ** Administration date (mm/dd/yyyy) ** Admin Facility

* Indicates required field

Save Cancel

The data fields in the Immunization Administration – Historical Provider Question Package are:

Chapter 14: Immunization Administration – Historical Provider Question Package

Historical Vaccine Information section	
Historical Vaccine Group	**Required field – vaccine group name
Historical vaccine	**Required field – vaccine name
Administration date (mm/dd/yyyy)	**Required field – date vaccine was administered to the patient
Admin Facility	Facility that administered vaccine to the patient

Required questions are indicated by an asterisk ("*"). Required questions in order to **save** are indicated by a double asterisk ("**"). The required fields in the Immunization Administration – Historical Provider Question Package are:

- Historical Vaccine Group
- Historical Vaccine
- Administration Date



The Immunization Administration – Historical Provider Question Package **will not be saved with unanswered “required” questions.**



If the Admin Facility is unknown or is an “out-of-state” facility, enter “Other Site”. If the Admin facility is an out-of-country facility, enter “Other Site/Out of Country”. Do not leave this field unanswered or “empty”.

2. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.



Reminder: To delete any item that has been selected from any list in the Question Package, scroll to the top of the list and select the “empty” item.

To view the Immunization Summary

For a list of the routine and non-routine shots in the Immunization Summary:

1. If necessary, click the **Expand Details** link at the top of the Question Package.

Chapter 14: Immunization Administration – Historical Provider Question Package

The Immunization Summary will display at the top of the Question Package.

07. Immunization Administration - Historical Provider - Tigger T Tiger - Immunization Record

Birth Date(mm/dd/yyyy): 01/01/2015 Age : 1 Yr 3 Mo Gender: Male VFC Status: Unknown Insurance: Address: 1 Honeypot Lane, Hartford, CT 06001

Immunization Summary			
Routine Shots:	DTP/aP	03/02/2015	05/15/2015
	Hep A	04/13/2016	
	Hib	03/02/2015	05/15/2015
	PCV	03/02/2015	05/15/2015
	Polio	03/02/2015	05/15/2015
	Rotavirus	03/02/2015	05/15/2015
Support Materials:	Immunization Summary Immunization Forecast		
Non-Routine Shots:	0-6 yrs Schedule 7-18 yrs Schedule Catch-up Schedule Simplified Schedule Adult Immunization		
Clinical Comments:	Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Measles; Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Varicella; Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of HepA-Peds; Contraindication: Severe allergic reactions (e.g., anaphylaxis) to egg protein; All flu vaccinations are contraindicated. Refer to allergist; Polio vaccine refused		
Recommended Groups:	DTP/aP, Hep B, Hib, Influenza, PCV Polio		

Close Details

Historical Vaccine Group *	Historical vaccine **	Administration date (mm/dd/yyyy) **	Admin Facility
Influenza	Flu seasonal High Dose injectable preservative f	04/01/2016	Unknown Facility

* Indicates required field ** Indicates field required for save

Save Cancel

Entering Admin Facility Information

To enter the Admin Facility, it is necessary to perform a search; the Admin Facility cannot be typed directly into the field.

1. Click the **Search** button to the right of the Admin Facility section.

07. Immunization Administration - Historical Provider - Tigger T Tiger - Immunization Record

Expand Details

Historical Vaccine Group *	Historical vaccine **	Administration date (mm/dd/yyyy) **	Admin Facility
Influenza	Flu seasonal High Dose injectable preservative f	04/01/2016	Unknown Facility

* Indicates required field ** Indicates field required for save

Save Cancel

The Search Party dialog box will display.

Search Party

Search Criteria		Search Results													
Name:		<table border="1"> <thead> <tr> <th>Name</th> <th>Street Address</th> <th>City</th> <th>State</th> <th>Zip Code</th> <th>Report ID</th> </tr> </thead> <tbody> <tr> <td colspan="6">No search done</td> </tr> </tbody> </table>		Name	Street Address	City	State	Zip Code	Report ID	No search done					
Name	Street Address	City	State	Zip Code	Report ID										
No search done															
City:		Showing 0 to 0 of 0 entries													
State:		First Previous Next Last													
Zip Code:		Select Cancel													
Street:															
Sort Options Sort By: Name Sort Order: Ascending															
Search Options Search History: <input type="checkbox"/> Search Soundex: <input type="checkbox"/>															
Search Clear															

Chapter 14: Immunization Administration – Historical Provider Question Package

2. Enter the name of the Admin Facility in the **Name** field.



If you are not sure of the spelling or of how the facility is listed in CIRTS, use an asterisk (*) to perform a wildcard search. You can also run the Facility Listing Report (Chapter 18) and sort by Town to look up the name of the facility.

3. Enter any other Search criteria as necessary.

The screenshot shows the 'Search Party' form. In the 'Search Criteria' section, the 'Name' field contains 'Pooh*' and is highlighted with a red rectangle. Other fields like City, State, Zip Code, and Street are empty. Under 'Sort Options', 'Sort By' is set to 'Name' and 'Sort Order' is 'Ascending'. Under 'Search Options', both 'Search History' and 'Search Soudex' are unchecked. The 'Search' button is visible. In the 'Search Results' section, the table header shows columns: Name, Street Address, City, State, Zip Code, and Report ID. Below the header, it says 'No search done' and 'Showing 0 to 0 of 0 entries'. Navigation buttons 'First', 'Previous', 'Next', and 'Last' are present, along with 'Select' and 'Cancel' buttons.

3. Click the **Search** button.

The Search Results will display.

The screenshot shows the 'Search Party' form after a successful search. The 'Name' field still contains 'Pooh*'. In the 'Search Results' section, the table now displays one entry:

Name	Street Address	City	State	Zip Code	Report ID
Pooh Pediatrics	1 Robin Road	Hartford	CT	06101	1051

Below the table, it says 'Showing 1 to 1 of 1 entries'. The navigation buttons 'First', 'Previous', '1' (highlighted), 'Next', and 'Last' are present, along with 'Select' and 'Cancel' buttons.

4. **Click** the name of the Admin Facility in the Search results list to select it.

Chapter 14: Immunization Administration – Historical Provider Question Package

Search Party

Search Criteria

Name:

City:

State:

Zip Code:

Street:

Sort Options

Sort By:

Sort Order:

Search Options

Search History: ☐

Search Soundex: ☐

Search Results

Name	Street Address	City	State	Zip Code	Report ID
Pooh Pediatrics	1 Robin Road	Hartford	CT	06101	1051

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

5. Click the **Select** button.

Search Party

Search Criteria

Name:

City:

State:

Zip Code:

Street:

Sort Options

Sort By:

Sort Order:

Search Options

Search History: ☐

Search Soundex: ☐

Search Results

Name	Street Address	City	State	Zip Code	Report ID
Pooh Pediatrics	1 Robin Road	Hartford	CT	06101	1051

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

The selected Facility will be displayed in the Admin Facility field.

07. Immunization Administration - Historical Provider - Tigger T Tiger - Immunization Record

Historical Vaccine Group *	Historical vaccine **	Administration date (mm/dd/yyyy) **	Admin Facility
Influenza	Flu seasonal High Dose injectable preservative fr	04/01/2016	Pooh Pediatrics

* Indicates required field ** Indicates field required for save



If the Admin Facility is unknown or is an “out-of-state” facility, enter “Other Site”. If the Admin facility is an out-of-country facility, enter “Other Site/Out of Country”. Do not leave this field unanswered or “empty”.

Chapter 14: Immunization Administration – Historical Provider Question Package

Search Party

Search Criteria

Name:
City:
State:
Zip Code:
Street:

Sort Options

Sort By:
Sort Order:

Search Options

Search History: ☐
Search Soundex: ☐

Search Results

Name	Street Address	City	State	Zip Code	Report ID
Other Site			CT	00000	0010

Showing 1 to 1 of 1 entries

Deleting Admin Facility Information

If the current Admin Facility is unknown, the Facility data can be deleted:

1. Click the **Clear** button (the Trashcan icon) to the right of the Admin Facility link.

07. Immunization Administration - Historical Provider - Tigger T Tiger - Immunization Record

Expand Details

Historical Vaccine Group *	Historical vaccine **	Administration date (mm/dd/yyyy) **	Admin Facility
MMR	MMR	01/01/2016	Pool Pediatrics

* Indicates required field ** Indicates field required for save

The Admin Facility will be removed and the words “Unknown Facility” will display in its place.

07. Immunization Administration - Historical Provider - Tigger T Tiger - Immunization Record

Expand Details

Historical Vaccine Group *	Historical vaccine **	Administration date (mm/dd/yyyy) **	Admin Facility
MMR	MMR	01/01/2016	Unknown Facility

* Indicates required field ** Indicates field required for save

Viewing Admin Facility Information

To view additional information about the Admin Facility:

1. Click the **View Summary** button to the right of the Admin Facility link.

07. Immunization Administration - Historical Provider - Tigger T Tiger - Immunization Record

Expand Details

Historical Vaccine Group *	Historical vaccine **	Administration date (mm/dd/yyyy) **	Admin Facility
MMR	MMR	01/01/2016	Pool Pediatrics

* Indicates required field ** Indicates field required for save

Chapter 14: Immunization Administration – Historical Provider Question Package

The Client/Facility Summary screen will display.

Client/Facility Summary

Client/Facility Summary							
Name:	Pooh Pediatrics						
Create Date:	03/28/2016						
Notes:							

Address History		
Type	Dates	Address
	03/31/2016 - 04/13/2016	1 Robin Road, Hartford, CT 06101
	03/28/2016 - 03/31/2016	1 Robin Road, Hartford, CT 06101
	01/01/1900 - 03/28/2016	1 Robin Road, Hartford, CT 06101

Patients							
CIRTS ID	Report ID	Client	Status	Create Date	Record Type	City	Mother's Maiden Name
100715555	1051	Pooh Pediatrics	Open	03/28/2016	Facility	OPEN	OFFLINE

Close

- Click the **Close** button at the bottom of the screen to return to the Immunization Administration – Historical Provider Question Package.

07. Immunization Administration - Historical Provider - Tigger T Tiger - Immunization Record

Expand Details

Historical Vaccine Group *	Historical vaccine **	Administration date (mm/dd/yyyy) **	Admin Facility
MMR	MMR	01/01/2016	Pooh Pediatrics

* Indicates required field ** Indicates field required for save

Save Cancel



If the Admin Facility is unknown or is an “out-of-state” facility, enter “Other Site”. If the Admin facility is an out-of-country facility, enter “Other Site/Out of Country”. Do not leave this field unanswered or “empty”.

Search Facility/Provider

Facility/Provider Details: Category: Organization Name: Other* Street Address: City: State: Zip Code:		Search Results <table border="1"> <thead> <tr> <th>Name</th> <th>Street Address</th> <th>City</th> <th>State</th> <th>Zip Code</th> </tr> </thead> <tbody> <tr> <td>Other Site</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> Displaying result(s) 1...1, (maximum 50)	Name	Street Address	City	State	Zip Code	Other Site																			
Name	Street Address	City	State	Zip Code																							
Other Site																											
Search Options Sort By: Name Sort Order: Ascending Search History: <input type="checkbox"/>																											
Search Clear																											
Use selected facility/provider		Cancel																									

Entering Multiple Historical Vaccines

After a selection has been made from the Historical Vaccine Group list box, an additional Historical Vaccine Group field will display below the previous Historical Vaccine information.

1. Select the additional Historical Vaccine Group from the list.

07. Immunization Administration - Historical Provider - Tigger T Tiger - Immunization Record

Expand Details

Historical Vaccine Group *	Historical vaccine **	Administration date (mm/dd/yyyy) **	Admin Facility
MMR	MMR	01/01/2016	Pooh Pediatrics

* Indicates required field

Save Cancel

Chapter 15: Insurance Question Package

OVERVIEW

Purpose

Describe the Insurance Question Package.

Objectives

- View the Insurance Question Package
 - Define the fields in the Insurance Question Package
 - Enter information in the Insurance Question Package
-

INSURANCE QUESTION PACKAGE

The Insurance Question Package is a set of information (questions) relating to the Client including:

- Private Insurance held on the client

To view the Insurance Question Package

1. Search for and open a Client record.
2. Either **double-click Insurance** in the Question Package table, or click once on **Insurance** in the Question Package table and then click the **View Question Package** button.

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	04/12/2016	Test Provider [TProvider]
02. Demographics	Record	04/06/2016	Test Provider [TProvider]
03. CIRTS Consent	Record	04/12/2016	Test Provider [TProvider]
04. Clinical Comments	Record	04/13/2016	Test Provider [TProvider]
05. Immunization Detailed History	Record	04/06/2016	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	04/06/2016	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	04/06/2016	Test Provider [TProvider]
08. Insurance	Record	04/06/2016	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	04/06/2016	Test Provider [TProvider]

View Question Package

The Insurance Question Package will display.

08. Insurance - Tigger T Tiger - Immunization Record

Private Insurance

Private Insurer:
(Insurance changes may affect VFC. Update VFC-eligibility in Demographics if needed)

Save Cancel

The data fields in the Insurance Question Package are:

Private Insurance section	
Private Insurer	Drop down list of private health insurance plans
Secondary Insurer	Drop down list of private health insurance plans that only displays if a Private Insurer is selected

Required questions are indicated by an asterisk ("*"); Question Packages will still be saved with unanswered "required" questions. There are no required questions in the Insurance Question Package.

3. Answer as many questions as possible.
4. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.



Reminder: To delete any item that has been selected from any list in the Question Package, scroll to the top of the list and select the "empty" item.

Chapter 16: Electronic Birth Certificate Download Question Package

OVERVIEW

Purpose

Describe the Electronic Birth Certificate Download Question Package.

Objectives

- View the Electronic Birth Certificate Download Question Package
 - Define the fields in the Electronic Birth Certificate Download Question Package
 - Enter information in the Electronic Birth Certificate Download Question Package
-

ELECTRONIC BIRTH CERTIFICATE DOWNLOAD QUESTION PACKAGE

The Electronic Birth Certificate Download Question Package is a set of information (questions) relating to the Client including:

- Birth Hospital of client
- Plurality of Birth
- Birth Order

The fields in the Electronic Birth Certificate Question Package can only be updated by DPH Staff.

To view the Electronic Birth Certificate Download Question Package

1. Search for and open a Client record.
2. Either **double-click** Electronic Birth Certificate Download Question Package in the Question Package table, or click once on Electronic Birth Certificate Download Question Package in the Question Package table and then click the **View Question Package** button.

Question Package	Client	Last Update	Updated By
01. Medical Home	Record	04/12/2016	Test Provider [TProvider]
02. Demographics	Record	04/06/2016	Test Provider [TProvider]
03. CIRTS Consent	Record	04/12/2016	Test Provider [TProvider]
04. Clinical Comments	Record	04/13/2016	Test Provider [TProvider]
05. Immunization Detailed History	Record	04/06/2016	Test Provider [TProvider]
06. Immunization Administration - Current Provider	Record	04/06/2016	Test Provider [TProvider]
07. Immunization Administration - Historical Provider	Record	04/06/2016	Test Provider [TProvider]
08. Insurance	Record	04/06/2016	Test Provider [TProvider]
09. Electronic Birth Certificate Download	Record	04/06/2016	Test Provider [TProvider]

View Question Package

The Electronic Birth Certificate Download Question Package will display.

09. Electronic Birth Certificate Download - Tigger T Tiger - Immunization Record

Expand Details

Birth Hospital: HARTFORD HOSPITAL

Plurality: 1

Birth Order: 1

Save Cancel

The data fields in the Electronic Birth Certificate Download Question Package are:

Birth Hospital Information section	
Birth Hospital	The hospital where the child was born
Plurality	The plurality of birth
Birth Order	If plural birth, the birth order

Required questions are indicated by an asterisk ("*"); Question Packages will still be saved with unanswered "required" questions. There are no required questions in the Electronic Birth Certificate Download Question Package.

3. After viewing the questions, click the **Cancel** button to return to the CIRTS main screen.

Chapter 17: Tasks

OVERVIEW

Purpose

Explain how and why to use tasks in CIRTS

Objectives

- Explain the importance of tasks
 - Demonstrate how to use the Tasks Queue
 - View tasks
 - Create and edit tasks
-

TASKS

A task within CIRTS is a technique for users to delegate assignments or work to other users or groups. Tasks are accessed in several places:

- from the Tasks section of the Splash screen
- from the Tasks icon in the toolbar
- from the Workflow icon in the toolbar
- from the Tasks tab in the Patient Information section.

Task creation can be different depending upon where the user initiated the create task action. If the user clicked the Add Task link from the Workflow Queues page (next to Task Specific Monitors), the task will not automatically be assigned to a specific record but if the user clicks the Tasks tab in the Patient Information section, the task will be associated with the currently active record.



If a task is deleted, it will no longer display in the Tasks list, in the Splash screen, or in the Tasks tab of the Patient Information section. If the task status is changed to “Completed”, however, it will still display in all places.

Some examples of tasks that could be attached to an immunization record are:

- Possible duplicate record – please verify
- Child deceased – date of death unknown – please update in system
- Child’s correct DOB is – please change in system
- Child’s name is incorrect - Correct spelling of this child’s name is...
- Child’s name has changed – please update in system
- Please check the date (year) of the MMR vaccine and Varicella vaccine
- Please enter the shots for this child before they transferred
- Please indicate where this child transferred (if known)
- Please see the error in the forecasting on CIRTS ID#
- Child was listed as “patient unknown”, however they had shots administered under your site. Please check for this patient again.
- Please correct the Admin Facility for the vaccines given for this child.
- Please check/correct the date of the PCV vaccine given date

To View Tasks from the Toolbar

1. Click the **Tasks** button on CIRTS toolbar.



If a record is open, tasks for that current record (if any) will be displayed.

All tasks assigned to the current user will also be displayed.

Tasks - Tigger T Tiger - Immunization Record										
Tasks for the selected case										
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action	
Assignment	Very High	05/01/2016	Possible Duplicates	Pending	Test Provider [TProvider] (03/28/2016)	100715559 - Immunization Record - Tigger T Tiger	Test Provider [Start Task]		Edit	Delete
Assignment	Very High	05/05/2016	Please check vaccine dates	Pending	Test Provider [TProvider] (04/13/2016)	100715559 - Immunization Record - Tigger T Tiger	Nancy Sharova		Edit	Delete
Filter: Showing 1 to 2 of 2 entries										
First Previous 1 Next Last										
My tasks (specifically assigned to me)										
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action	
Assignment	Very High	04/15/2016	Facility Address	Pending	Shyrel Bauby [Baubys] (03/28/2016)	100712592 - Facility - Test Facility	Test Provider [Start Task]		Edit	Delete
Assignment	Very High	04/15/2016	Update Demographics	Pending	Shyrel Bauby [Baubys] (03/28/2016)	100715555 - Facility - Pooh Pediatrics	Test Provider [Start Task]		Edit	Delete
Assignment	Very High	05/01/2016	Possible Duplicates	Pending	Test Provider [TProvider] (03/28/2016)	100715559 - Immunization Record - Tigger T Tiger	Test Provider [Start Task]		Edit	Delete
Filter: Showing 1 to 3 of 3 entries										
First Previous 1 Next Last										
Add case task Add Task Home										

The fields in the Tasks list window are:

Type	Displays the Task type: Assignment
Priority	Indicates the Task priority: Very Low, Low, Medium, High, Very High
Due Date	Displays the date that the Task is scheduled for completion
Description	Briefly describes the task to be accomplished
Status	The status of the task in the queue: Pending, In Progress, Completed
Created By	Displays the name of the user who created the record and date record was created
Record	Displays the unique record number automatically assigned by CIRTS and the name of the client
Assigned To	Identifies the user responsible for updating the Task
Assigned To Group	Identifies the user group responsible for updating the Task
Action	Displays a link to Edit or Delete the Task

- To open the record associated with a Task, click the **Immunization Record ID** link in the Tasks list.

Tasks

My tasks (specifically assigned to me)									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	04/15/2016	Facility Address	Pending	Shyrel Bauby [Baubys] (03/28/2016)	100712592 - Facility - Test Facility	Test Provider [Start Task]		Edit Delete
Assignment	Very High	04/15/2016	Update Demographics	Pending	Shyrel Bauby [Baubys] (03/28/2016)	100715555 - Facility - Pooh Pediatrics	Test Provider [Start Task]		Edit Delete
Assignment	Very High	05/01/2016	Possible Duplicates	Pending	Test Provider [TProvider] (03/28/2016)	100715559 - Immunization Record - Tiger T Tiger	Test Provider [Start Task]		Edit Delete

Filter: Showing 1 to 3 of 3 entries

[Add Task](#) [Home](#)

First Previous 1 Next Last

The Record will display in the CIRTS main window.

Connecticut Immunization Registry and Tracking System

Enter Case ID [Search](#) [Test Provider](#)

Immunization Record

Summary Information	
CIRTS ID:	100715951
Report ID:	100715951
Record Type:	Immunization Record
Client:	Tiger T Tiger Birth Date(mm/dd/yyyy): 01/01/2015 (1 y 4 m Male)
Case Status:	Open
Immunization Summary, Forecast & Schedules:	<p>Alternate Schedule</p> <p>Children with certain medical conditions/travel plans require vaccinations not forecast by the registry. Additional PCV/PPSV may be indicated for: asplenia/sickle cell; chronic heart, lung and liver disease; diabetes; CSFL; cochlear implants; alcoholism; and, immuno-compromising conditions. Additional meningococcal vaccinations may be indicated for travel to sub-Saharan Africa, for persistent component deficiencies and asplenia/sickle cell. Links to recommendations are: Advisory Committee on Immunization Practices (ACIP) Recommendations</p> <p>Mainframe Scheduled Maintenance is every Sunday between 4:00 AM and 9:00 AM. CIRTS is not available during this time.</p> <p>Summary and Forecast: Immunization Summary Immunization Forecast Immunization Certificate</p> <p>CDC Schedules : 0-6 yrs Schedule 7-18 yrs Schedule Catch-up Schedule Simplified Schedule Adult Immunization</p> <p>Overdue Vaccines: Hib, Influenza, PCV</p> <p>Vaccines Due: Hep A, MMR, Varicella</p> <p>Enrolled in CIRTS: Yes</p> <p>VFC Status/Insurance: Unknown / Privately Insured : N/A</p> <p>Active Clinical Comments: Contraindication: Severe allergic reaction (e.g., anaphylaxis) after a previous dose of Hep</p>

[Edit Case Properties](#)

- To view the full Task information, click the **Edit** link in the Tasks list.

Tasks

My tasks (specifically assigned to me)									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	04/15/2016	Facility Address	Pending	Shyrel Bauby [Baubys] (03/28/2016)	100712592 - Facility - Test Facility	Test Provider [Start Task]		Edit Delete
Assignment	Very High	04/15/2016	Update Demographics	Pending	Shyrel Bauby [Baubys] (03/28/2016)	100715555 - Facility - Pooh Pediatrics	Test Provider [Start Task]		Edit Delete
Assignment	Very High	05/01/2016	Possible Duplicates	Pending	Test Provider [TProvider] (03/28/2016)	100715559 - Immunization Record - Tiger T Tiger	Test Provider [Start Task]		Edit Delete

Filter: Showing 1 to 3 of 3 entries

[Add Task](#) [Home](#)

First Previous 1 Next Last

The Edit Task dialog box will display

Edit Task

Task Information

Record: 100715559 - Immunization Record - Tigger T Tiger

Type: **Assignment** ▼


Status: Pending ▼


Created By: Test Provider [TProvider]


Create Date: 03/28/2016

Last Update: 03/28/2016

Priority: Very High ▼

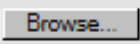
Due Date: 05/01/2016 

Start Date(mm/dd/yyyy): 



Complete Date: 

Description: Possible Duplicates

Notes: Please check for duplicate immunization records

Task Attachment: 

Assign to user: Test Provider [TProvider] ▼ [Assign to me](#)

Assign to group:  

Save **Cancel**

4. Click the **Save** button to save any changes to the task or the **Cancel** button to return to the CIRTS main window without saving any changes.

Tasks may also be viewed from the Workflow Queues

The Workflow Queues display tasks organized into categories:

- My Groups' Open Tasks
- My Open Tasks
- My Overdue Tasks
- Open Tasks Created by Me
- Overdue Tasks Created by Me

1. Click the **Workflow** button on the CIRTS Dashboard toolbar.



The Workflow Queue window will display.

Workflow Queues				
Workflow Queues (Hide empty workflows)				
Workflow Queue	Total Count (Assigned to me)	Priority	Last Update	
Task Specific Monitors (Add Task)				
My Groups' Open Tasks	0 (0)	Medium	04/14/2016 10:47 AM	i
My Open Tasks	3 (3)	Medium	04/14/2016 10:47 AM	i
My Overdue Tasks	0 (0)	Medium	04/14/2016 10:47 AM	i
Open Tasks Created by Me	2 (1)	Medium	04/14/2016 10:47 AM	i
Overdue Tasks Created by Me	0 (0)	Medium	04/14/2016 10:47 AM	i
Home				

2. Click one of the task category **links** to display the Tasks list window for the selected category.

Workflow Queues				
Workflow Queues (Hide empty workflows)				
Workflow Queue	Total Count (Assigned to me)	Priority	Last Update	
Task Specific Monitors (Add Task)				
My Groups' Open Tasks	0 (0)	Medium	04/14/2016 10:47 AM	i
My Open Tasks	3 (3)	Medium	04/14/2016 10:47 AM	i
My Overdue Tasks	0 (0)	Medium	04/14/2016 10:47 AM	i
Open Tasks Created by Me	2 (1)	Medium	04/14/2016 10:47 AM	i
Overdue Tasks Created by Me	0 (0)	Medium	04/14/2016 10:47 AM	i
Home				

Tasks can now be viewed and edited in the same manner as when accessed using the Tasks button in the CIRTS main toolbar

Workflow Details - My Open Tasks									
My Open Tasks (Realtime)									
<input type="checkbox"/> Type	Due Date	Description	Status	Created By	Last Update	Record	Record Type	Assigned To	Assigned To Group
<input type="checkbox"/> Assignment	05/01/2016	Possible Duplicates	Pending	Test Provider [TProvider] (03/28/2016)	03/28/2016	100715559 Tiger, Tigger T	Immunization Record	Test Provider	
<input type="checkbox"/> Assignment	04/15/2016	Update Demographics	Pending	Shyrel Bauby [Baubys] (03/28/2016)	03/28/2016	100715555 Pooh Pediatrics	Facility	Test Provider	
<input type="checkbox"/> Assignment	04/15/2016	Facility Address	Pending	Shyrel Bauby [Baubys] (03/28/2016)	03/28/2016	100712592 Test Facility	Facility	Test Provider	
Displaying 1...3 of 3 (Export All)									
Assign to user: <input type="text"/> [Assign to me] Assign to group: <input type="text"/> Reassign									
Workflows Home									

To create an immunization record-specific task

1. Open an immunization record.
2. Click the **Tasks** button on CIRTS toolbar.



If a record is open, tasks for that current record (if any) and the current user will be displayed.

Tasks - Tigger T Tiger - Immunization Record

Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	05/01/2016	Possible Duplicates	Pending	Test Provider [TProvider] (03/28/2016)	100715559 - Immunization Record - Tigger T Tiger	Test Provider [Start Task]		Edit Delete
Assignment	Very High	05/08/2016	Please check vaccine dates	Pending	Test Provider [TProvider] (04/13/2016)	100715559 - Immunization Record - Tigger T Tiger	Nancy Sharova		Edit Delete

Filter: Showing 1 to 2 of 2 entries

First Previous 1 Next Last

My tasks (specifically assigned to me)

Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	04/15/2016	Facility Address	Pending	Shynel Bauby [Baubys] (03/28/2016)	100712592 - Facility - Test Facility	Test Provider [Start Task]		Edit Delete
Assignment	Very High	04/15/2016	Update Demographics	Pending	Shynel Bauby [Baubys] (03/28/2016)	100715555 - Facility - Pooh Pediatrics	Test Provider [Start Task]		Edit Delete
Assignment	Very High	05/01/2016	Possible Duplicates	Pending	Test Provider [TProvider] (03/28/2016)	100715559 - Immunization Record - Tigger T Tiger	Test Provider [Start Task]		Edit Delete

Filter: Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Add case task Add Task Home

3. Click the **Add case task** button.

The Add Task dialog box will display.

Add Task

Task Information

Record: 100715559 - Immunization Record - Tigger T Tiger

Type:

Status: Pending

Priority: Medium

Due Date:

Start Date(mm/dd/yyyy):

Complete Date:

Description:

Notes:

Task Attachment: Browse...

Assign to user: Assign to me

Assign to group:

Save Cancel

4. Select the task **Type** (Assignment) from the list.
5. Select the task **Status** from the list: Pending, In Progress, Completed.
6. Select the task **Priority** from the list: Very Low, Low, Medium, High, Very High
7. Enter a task **Due Date**.
8. Enter a task **Description**.
9. Enter task **Notes**.
10. Select the **User** or **Group** to whom the task should be assigned
11. Click the **Save** button.

If required information is omitted, an error message will display and the task will not be assigned until the information is provided.

The screenshot shows a web application window titled "Add Task". At the top, there is a red-bordered box with the text "Please correct the indicated errors before proceeding:" followed by a bulleted list: "• No user or group assignment selected for the task". Below this, the "Task Information" section contains the following fields:

- Record: 100715559 - Immunization Record - Tigger T Tiger
- Type: Assignment (dropdown menu)
- Status: Pending (dropdown menu)
- Priority: Medium (dropdown menu)
- Due Date: 05/31/2016 (calendar icon)
- Start Date(mm/dd/yyyy): (empty field with calendar icon)
- Complete Date: (empty field with calendar icon)
- Description: Correct Admin Facility
- Notes: Please correct the Admin Facility for the vaccines given for this child

At the bottom of the form, there are fields for "Task Attachment:" (with a "Browse..." button), "Assign to user:" (with a dropdown menu and a blue "Assign to me" link), and "Assign to group:" (with a dropdown menu and a trash icon). At the very bottom are "Save" and "Cancel" buttons.

When all required information is provided, the task will be saved and the system will return to the Tasks screen.

All record-specific tasks will be displayed in the Tasks tab of the Patient Information section.

Immunizations Data	Concerns	Client Info	Tasks	Case History																														
<table border="1"> <thead> <tr> <th>Type</th> <th>Status</th> <th>Priority</th> <th>Due Date</th> <th>Description</th> <th>Assigned To</th> <th>Assigned To Group</th> </tr> </thead> <tbody> <tr> <td>Assignment</td> <td>Pending</td> <td>Very High</td> <td>05/01/2016</td> <td>Possible Duplicates</td> <td>Test Provider [TProvider]</td> <td></td> </tr> <tr> <td>Assignment</td> <td>Pending</td> <td>Very High</td> <td>05/06/2016</td> <td>Please check vaccine dates</td> <td>Nancy Sharova [SharovaN]</td> <td></td> </tr> <tr> <td>▶ Assignment</td> <td>Pending</td> <td>Medium</td> <td>05/31/2016</td> <td>Correct Admin Facility</td> <td>Super User [sa]</td> <td></td> </tr> </tbody> </table>					Type	Status	Priority	Due Date	Description	Assigned To	Assigned To Group	Assignment	Pending	Very High	05/01/2016	Possible Duplicates	Test Provider [TProvider]		Assignment	Pending	Very High	05/06/2016	Please check vaccine dates	Nancy Sharova [SharovaN]		▶ Assignment	Pending	Medium	05/31/2016	Correct Admin Facility	Super User [sa]			
Type	Status	Priority	Due Date	Description	Assigned To	Assigned To Group																												
Assignment	Pending	Very High	05/01/2016	Possible Duplicates	Test Provider [TProvider]																													
Assignment	Pending	Very High	05/06/2016	Please check vaccine dates	Nancy Sharova [SharovaN]																													
▶ Assignment	Pending	Medium	05/31/2016	Correct Admin Facility	Super User [sa]																													
<div> <input type="button" value="Add Task"/> <input type="button" value="Update Task"/> </div>																																		
<table border="1"> <thead> <tr> <th colspan="2">Details</th> </tr> </thead> <tbody> <tr> <td>Type:</td> <td>Assignment</td> </tr> <tr> <td>Status:</td> <td>Pending</td> </tr> <tr> <td>Priority:</td> <td>Medium</td> </tr> <tr> <td>Description:</td> <td>Correct Admin Facility</td> </tr> <tr> <td>Assigned To:</td> <td>Super User [sa]</td> </tr> <tr> <td>Assigned To Group:</td> <td></td> </tr> <tr> <td>Create Date:</td> <td>04/14/2016</td> </tr> <tr> <td>Created By:</td> <td>Test Provider [TProvider]</td> </tr> <tr> <td>Last Update:</td> <td>04/14/2016</td> </tr> <tr> <td>Updated By:</td> <td>Test Provider [TProvider]</td> </tr> <tr> <td>Due Date:</td> <td>05/31/2016</td> </tr> <tr> <td>Start Date(mm/dd/yyyy):</td> <td></td> </tr> <tr> <td>Complete Date:</td> <td></td> </tr> <tr> <td>Notes:</td> <td>Please correct the Admin Facility for the vaccines given for this child</td> </tr> </tbody> </table>					Details		Type:	Assignment	Status:	Pending	Priority:	Medium	Description:	Correct Admin Facility	Assigned To:	Super User [sa]	Assigned To Group:		Create Date:	04/14/2016	Created By:	Test Provider [TProvider]	Last Update:	04/14/2016	Updated By:	Test Provider [TProvider]	Due Date:	05/31/2016	Start Date(mm/dd/yyyy):		Complete Date:		Notes:	Please correct the Admin Facility for the vaccines given for this child
Details																																		
Type:	Assignment																																	
Status:	Pending																																	
Priority:	Medium																																	
Description:	Correct Admin Facility																																	
Assigned To:	Super User [sa]																																	
Assigned To Group:																																		
Create Date:	04/14/2016																																	
Created By:	Test Provider [TProvider]																																	
Last Update:	04/14/2016																																	
Updated By:	Test Provider [TProvider]																																	
Due Date:	05/31/2016																																	
Start Date(mm/dd/yyyy):																																		
Complete Date:																																		
Notes:	Please correct the Admin Facility for the vaccines given for this child																																	

CREATE A NON-RECORD-SPECIFIC TASK

It is also possible to create a task that does not relate to a specific record.

To create a non-record-specific task

1. Click the **Tasks** button on CIRTS toolbar.

An immunization record does not have to be open.



If a record is open, tasks for that current record (if any) and the current user will be displayed.

Tasks - Tigger T Tiger - Immunization Record

Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	05/01/2016	Possible Duplicates	Pending	Test Provider [TProvider] (03/28/2016)	100715559 - Immunization Record - Tigger T Tiger	Test Provider [Start Task]		Edit Delete
Assignment	Very High	05/06/2016	Please check vaccine dates	Pending	Test Provider [TProvider] (04/13/2016)	100715559 - Immunization Record - Tigger T Tiger	Nancy Sharova		Edit Delete
Assignment	Medium	05/31/2016	Correct Admin Facility	Pending	Test Provider [TProvider] (04/14/2016)	100715559 - Immunization Record - Tigger T Tiger	Super User		Edit Delete

Filter: Showing 1 to 3 of 3 entries

First Previous 1 Next Last

My tasks (specifically assigned to me)

Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	04/15/2016	Facility Address	Pending	Shynel Bauby [Baubys] (03/28/2016)	100712592 - Facility - Test Facility	Test Provider [Start Task]		Edit Delete
Assignment	Very High	04/15/2016	Update Demographics	Pending	Shynel Bauby [Baubys] (03/28/2016)	100715555 - Facility - Pooh Pediatrics	Test Provider [Start Task]		Edit Delete
Assignment	Very High	05/01/2016	Possible Duplicates	Pending	Test Provider [TProvider] (03/28/2016)	100715559 - Immunization Record - Tigger T Tiger	Test Provider [Start Task]		Edit Delete

Filter: Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Add case task Add Task Home

2. Click the **Add Task** button.

The Add Task dialog box for a non-record-specific task will display.

Add Task

Task Information

Record: Not specific to a case

Type:

Status:

Priority:

Due Date:

Start Date(mm/dd/yyyy):

Complete Date:

Description:

Notes:

Task Attachment: Browse

Assign to user: Assign to me

Assign to group:

Save Cancel

3. Select the task **Type** (Assignment) from the list.
4. Select the task **Status** from the list: Pending, In Progress, Completed.
5. Select the task **Priority** from the list: Very Low, Low, Medium, High, Very High
6. Enter a task **Due Date**.
7. Enter a task **Description**.
8. Enter task **Notes**.
9. Select the **User** or **Group** to whom the task should be assigned
10. Click the **Save** button.

If required information is omitted, an error message will display and the task will not be assigned until the information is provided.

The screenshot shows the 'Add Task' form with a red error message box at the top stating: 'Please correct the indicated errors before proceeding: No user or group assignment selected for the task'. The form fields are as follows:







Task Information	
Record:	Not specific to a case
Type:	Assignment
Status:	Pending
Priority:	Medium
Due Date:	06/01/2016
Start Date(mm/dd/yyyy):	
Complete Date:	
Description:	Name Change
Notes:	
Task Attachment:	Browse...
Assign to user:	Assign to me
Assign to group:	

At the bottom of the form are 'Save' and 'Cancel' buttons.

When all required information is provided, the task will be saved and the system will return to the Tasks screen.

Tasks - Tigger T Tiger - Immunization Record									
Tasks for the selected case									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	05/01/2016	Possible Duplicates	Pending	Test Provider [TProvider] (03/28/2016)	100715559 - Immunization Record - Tigger T Tiger	Test Provider [Start Task]		Edit Delete
Assignment	Very High	05/09/2016	Please check vaccine dates	Pending	Test Provider [TProvider] (04/13/2016)	100715559 - Immunization Record - Tigger T Tiger	Nancy Sharova		Edit Delete
Assignment	Medium	05/31/2016	Correct Admin Facility	Pending	Test Provider [TProvider] (04/14/2016)	100715559 - Immunization Record - Tigger T Tiger	Super User		Edit Delete
Filter: <input type="text"/> Showing 1 to 3 of 3 entries									
								First	Previous 1 Next Last
My tasks (specifically assigned to me)									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	04/15/2016	Facility Address	Pending	Shynel Bauby [Bauby] (03/28/2016)	100712592 - Facility - Test Facility	Test Provider [Start Task]		Edit Delete
Assignment	Very High	04/15/2016	Update Demographics	Pending	Shynel Bauby [Bauby] (03/28/2016)	100715556 - Facility - Pooch Pediatrics	Test Provider [Start Task]		Edit Delete
Assignment	Very High	05/01/2016	Possible Duplicates	Pending	Test Provider [TProvider] (03/28/2016)	100715559 - Immunization Record - Tigger T Tiger	Test Provider [Start Task]		Edit Delete
Assignment	Medium	06/01/2016	Name Change	Pending	Test Provider [TProvider] (04/14/2016)	Not specific to a case	Test Provider [Start Task]		Edit Delete
Filter: <input type="text"/> Showing 1 to 4 of 4 entries									
Add case task Add Task Home									
								First	Previous 1 Next Last

Tasks that are not record-specific will not be displayed in the Tasks tab of the Patient Information section. These tasks will display in the Tasks section of the Splash screen.

Alerts and Notifications

- Children with certain medical conditions/travel plans require vaccinations not forecast by the registry. Additional PCV/PPSV may be indicated for: asplenia/sickle cell; chronic heart, lung and liver disease; diabetes; CSF; cochlear implants; alcoholism; and, immuno-compromising conditions. Additional meningococcal vaccinations may be indicated for travel to sub-Saharan Africa, for persistent complement component deficiencies and asplenia/sickle cell. Links to recommendations are: [Advisory Committee on Immunization Practices \(ACIP\) Recommendations](#)
- Mainframe Scheduled Maintenance is every Sunday between 4:00 AM and 9:00 AM. CIRT S is not available during this time.

Workflows

Workflow Queue	Records
No workflows to display	More ...

Tasks

Type	Priority	Name	Record Type
Assignment	High	Tester Pediatrics	Facility
Assignment	High	Child, Chloe	Immunization Record
Assignment	Medium	Resolve Overdue Tasks	
Assignment	Very High	Tiger, Tiger T	Immunization Record

[More ...](#)

Recent Records

CIRT S ID	Name	Record Type
100715951	Tiger, Tiger T	Immunization Record
100715950	Pooh Pediatrics	Facility
100717839	Tiger, Tony	Immunization Record
100717838	Tiger, Tillie	Immunization Record
100717837	Tiger, Tiny	Immunization Record

[More ...](#)

Welcome to Connecticut Immunization Registry and Tracking System

Welcome to CIRT S - the Connecticut Immunization Registry and Tracking System

CIRT S (Connecticut Immunization Registry and Tracking System), is a free, statewide, computerized program established and maintained at the Connecticut Department of Public Health for the purpose of assuring timely childhood immunizations. CIRT S currently contains the records of over 714,834 children. Each year, an additional 35,000 children, primarily newborns, are added.

CIRT S can:

- provide a reliable immunization history for any child, whether a new or continuing patient;
- consolidate immunizations from all providers into one record;
- provide definitive information on immunizations due or overdue;
- provide reminders and recalls for immunizations due or overdue;
- generate official immunization records needed for school and day care entry;
- generate immunization coverage reports;
- provide current recommendations and information on new vaccines;
- facilitate introduction of new vaccines or changes in the immunization schedule.

Alerts

Active Recalls (past 8 weeks) as of 05/26/2016 02:30 PM

No active recalls

Resources & Support

Department of Public Health, Immunization Program

Phone: 860-509-7929

Fax: 860-509-8370

Email: DPH.CIRTS@ct.gov (preferred contact method)

In your email "subject line" please specify if you have a login issue, username issue, provider update, EHR question, etc.

Monday through Friday 8:00 a.m. to 4:30 p.m.

Helpful Links

- Immunization Schedules and Recommendations
 - Childhood and adolescent immunization schedule
 - Adult immunization schedule
 - Advisory Committee on Immunization Practices (ACIP) Recommendations

DELETE A TASK

Tasks can be deleted from immunization records.

To delete a task

1. Click the **Tasks** button on CIRTS toolbar.

An immunization record does not have to be open.



The Tasks screen will display.

Tasks for the selected case									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	05/01/2016	Possible Duplicates	Pending	Test Provider [TProvider] (03/28/2016)	100715559 - Immunization Record - Tigger T Tiger	Test Provider [Start Task]		Edit Delete
Assignment	Very High	05/08/2016	Please check vaccine dates	Pending	Test Provider [TProvider] (04/13/2016)	100715559 - Immunization Record - Tigger T Tiger	Nancy Sharova		Edit Delete
Assignment	Medium	05/31/2016	Correct Admin Facility	Pending	Test Provider [TProvider] (04/14/2016)	100715559 - Immunization Record - Tigger T Tiger	Super User		Edit Delete

Filter: Showing 1 to 3 of 3 entries

First Previous 1 Next Last

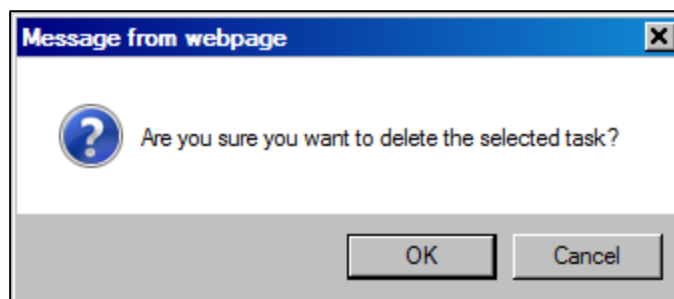
My tasks (specifically assigned to me)									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	04/15/2016	Facility Address	Pending	Shynel Bauby [Baubys] (03/28/2016)	100712592 - Facility - Test Facility	Test Provider [Start Task]		Edit Delete
Assignment	Very High	04/15/2016	Update Demographics	Pending	Shynel Bauby [Baubys] (03/28/2016)	100715555 - Facility - Pooh Pediatrics	Test Provider [Start Task]		Edit Delete
Assignment	Very High	05/01/2016	Possible Duplicates	Pending	Test Provider [TProvider] (03/28/2016)	100715559 - Immunization Record - Tigger T Tiger	Test Provider [Start Task]		Edit Delete
Assignment	Medium	05/01/2016	Name Change	Pending	Test Provider [TProvider] (04/14/2016)	Not specific to a case	Test Provider [Start Task]		Edit Delete

Filter: Showing 1 to 4 of 4 entries

Add case task Add Task Home

2. Click the **Delete** link for the task that will be deleted.

A Message box asking you to verify the deletion will display.



3. Click the **OK** button to delete the task or the **Cancel** button to keep the task.

The task will be deleted and will no longer display in the Tasks screen, in the Splash screen, or in the Tasks tab in the Patient Information section.

Tasks - Tigger T Tiger - Immunization Record

Tasks for the selected case									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	05/09/2016	Please check vaccine dates	Pending	Test Provider [TProvider] (04/13/2016)	100715559 - Immunization Record - Tigger T Tiger	Nancy Sharova		Edit Delete
Assignment	Medium	05/31/2016	Correct Admin Facility	Pending	Test Provider [TProvider] (04/14/2016)	100715559 - Immunization Record - Tigger T Tiger	Super User		Edit Delete

Filter: Showing 1 to 2 of 2 entries First Previous 1 Next Last

My tasks (specifically assigned to me)									
Type	Priority	Due Date	Description	Status	Created By	Record	Assigned To	Assigned To Group	Action
Assignment	Very High	04/15/2016	Facility Address	Pending	Shyrel Bauby [Baubys] (03/28/2016)	100712592 - Facility - Test Facility	Test Provider [Start Task]		Edit Delete
Assignment	Very High	04/15/2016	Update Demographics	Pending	Shyrel Bauby [Baubys] (03/28/2016)	100715555 - Facility - Pooh Pediatrics	Test Provider [Start Task]		Edit Delete
Assignment	Medium	06/01/2016	Name Change	Pending	Test Provider [TProvider] (04/14/2016)	Not specific to a case	Test Provider [Start Task]		Edit Delete

Filter: Showing 1 to 3 of 3 entries First Previous 1 Next Last

Chapter 18: Reports

OVERVIEW

Purpose

Describe the CIRTS reports feature

Objectives

- View and describe the CIRTS pre-defined reports
 - Print CIRTS pre-defined reports
 - Export CIRTS pre-defined reports
-

VIEWING REPORTS

Reports in CIRTS can be used to view and analyze immunization data. The reports can be displayed in two ways:

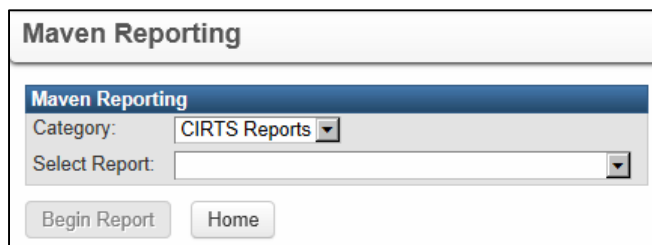
- In a non-editable format within the browser window
- Exported to Microsoft Excel. Exporting the data allows for the data to be manipulated, formatted, or even graphed.

To view a report

1. Click the **Reports** button on CIRTS Dashboard toolbar.



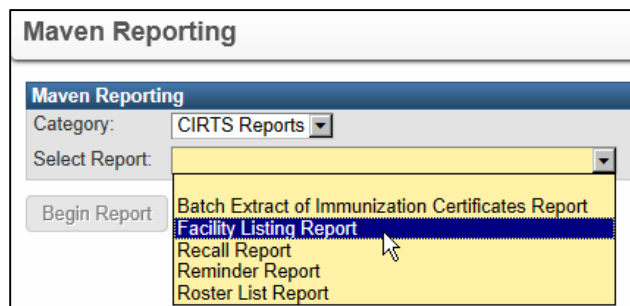
The Maven Reporting window will display.



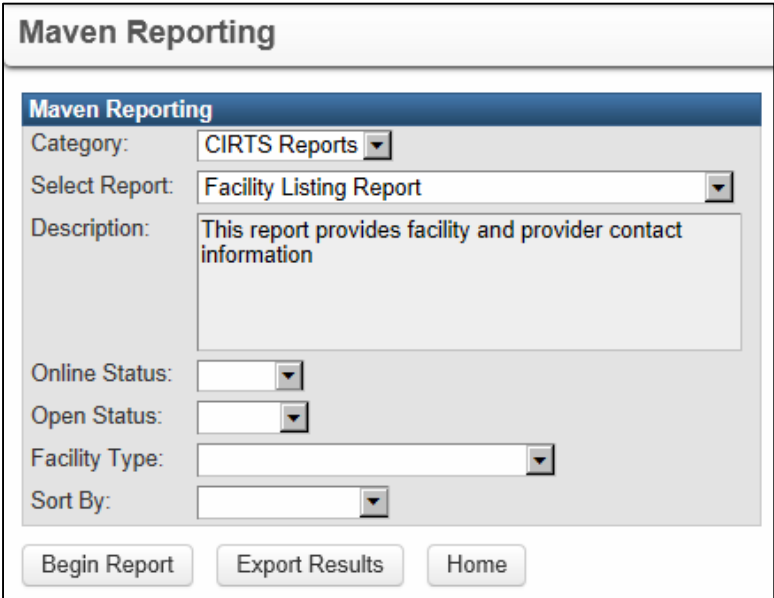
2. Select a report category from the **Category** list.

Currently, the only available report Category for Provider Site users is “CIRTS Reports”.

3. Select a report from the **Select Report** list.



Additional data fields will be displayed for the selected report. The fields will vary by report.



The screenshot displays the 'Maven Reporting' application window. It features a title bar 'Maven Reporting' and a main content area with a blue header 'Maven Reporting'. Below the header, there are several configuration fields: 'Category:' with a dropdown menu set to 'CIRTS Reports', 'Select Report:' with a dropdown menu set to 'Facility Listing Report', and a 'Description:' text box containing the text 'This report provides facility and provider contact information'. Below these are four more fields: 'Online Status:', 'Open Status:', 'Facility Type:', and 'Sort By:', each with a dropdown menu. At the bottom of the window, there are three buttons: 'Begin Report', 'Export Results', and 'Home'.

Currently, there are five pre-defined reports for CIRTS Provider Site users:

- Batch Extract of Immunization Certificates Report – a selection of Immunization Certificates printed by Date of Birth range
- Facility Listing - a list of all the pediatric and family practices, clinics, birthing hospitals, and health departments
- Recall Report – a list of patients overdue for immunizations
- Reminder Report – a list of patients due for immunizations by Date of Birth range
- Roster List – a list of patients in a specified Date of Birth range

Additional reports may be defined and created in the future.

Provider Sites will run the Batch Extract of Immunization Certificates Report, Roster List, Reminder Report, and Recall Report for their own facility. All users can run the Facility Listing

4. Enter the appropriate report criteria.



If you leave the Online Status, Open Status, and Facility Type blank, it will run the report for all of the sites.

5. Click the **Begin Report** button.

Maven Reporting

Maven Reporting

Category: CIRTS Reports

Select Report: Facility Listing Report

Description: This report provides facility and provider contact information

Online Status: Offline

Open Status: Open

Facility Type: Delivery Hospital

Sort By: Facility Name

Begin Report
Export Results
Home

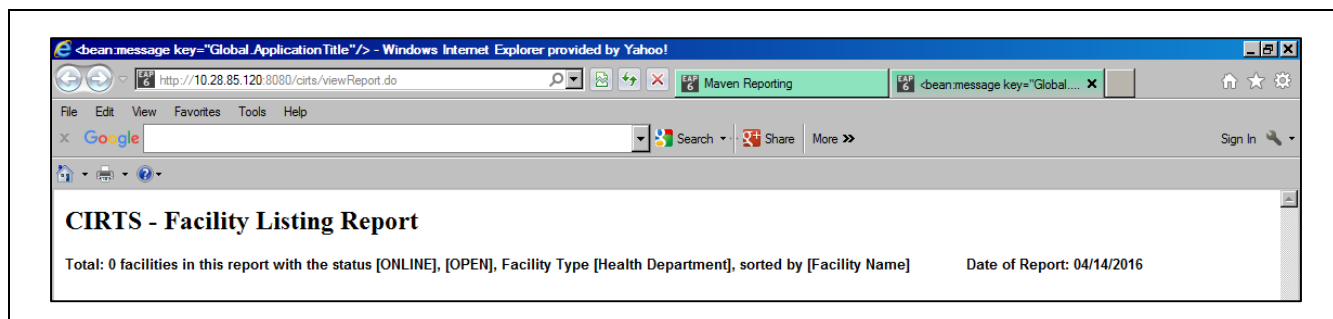
The report will display in a new window.

CIRTS - Facility Listing Report

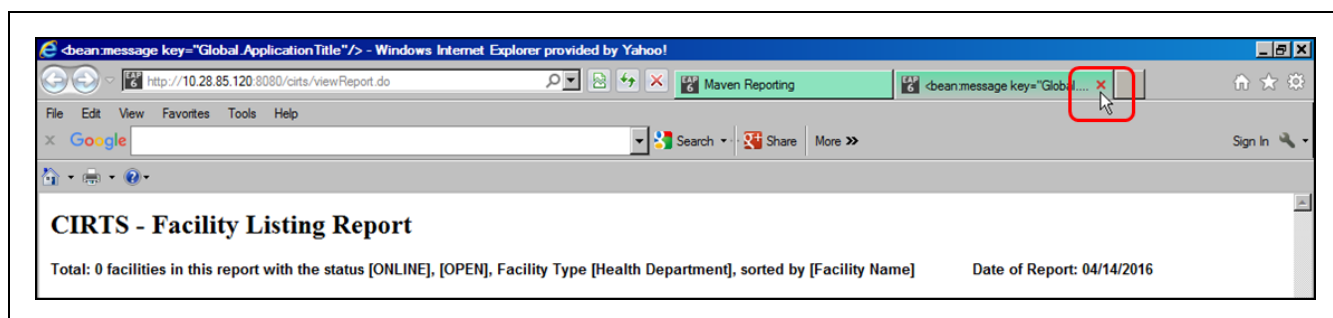
Total: 29 facilities in this report with the status [OFFLINE], [OPEN], Facility Type [Delivery Hospital], sorted by [Facility Name] Date of Report: 04/14/2016

Facility ID	Facility Name	Provider's Name	Street	Town	State	Zip	Contact Person	Primary Phone x Ext	Secondary Phone x Ext	Fax	Open
0958	DLVRY/BACKUS Hosp		326 Washington St, D-2 Birthing Center	Norwich	CT	06360	ELAINE KEMPESTA	(860) 823-6517		(860) 823-6568	Open
0960	DLVRY/BRIDGEPORT Hosp		267 Grand St, Labor & Delivery	Bridgeport	CT	06110	EILEEN CALLAHAN	(203) 384-3749		(203) 384-4697	Open
0961	DLVRY/BRISTOL Hosp		Brewster Rd, PO Box 977	Bristol	CT	06011	JILL RUSGROVE	(860) 585-3083		(860) 585-3136	Open
0962	DLVRY/CHARLOTTE Hgrfrd Hosp		540 Litchfield St, PO Box 988	Torrington	CT	06790	LAURIE TALBOT	(860) 496-6395		(860) 496-6392	Open
0766	DLVRY/CT Childbirth & Women's Cntr		94 Locust Ave.	Danbury	CT	06810	SUSAN LEVY	(203) 748-6000		(203) 748-6771	Open
0964	DLVRY/DANBURY Hosp		24 Hospital Ave., HIS Dept 2 Stroock	Danbury	CT	06810	DORIS KOLLMAN	(203) 739-7352		(203) 739-6881	Open
0965	DLVRY/DAY Kimball Hosp		320 Pomfret St., Med Records, POBox 6001	Putnam	CT	06260	ANGELA LEVESQUE	(860) 928-6541 x 2521		(860) 963-6375	Open

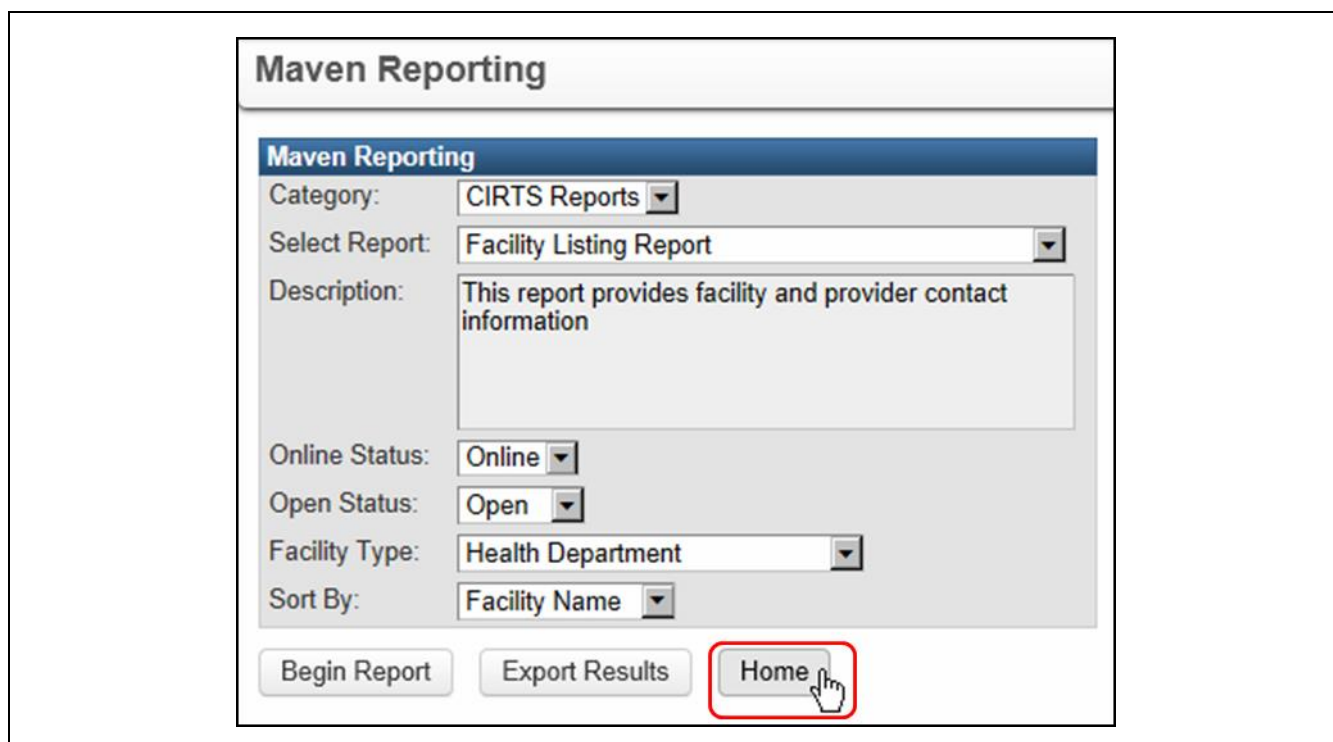
If there is no data for the report selections, the report will display with a “Total: 0” message.



6. After viewing the report, click the report window **Close** button to close the report and return to the Maven Reporting window.



7. Click the **Home** button to return to the Maven Dashboard window.



EXPORTING REPORT DATA TO MICROSOFT EXCEL

CIRTS provides the capability to export selected report data to Microsoft Excel.

To export data to Excel

1. Follow the steps to select report data.
2. Instead of clicking the Run Report button, click the **Export Results** button.




The screenshot shows the 'Maven Reporting' window. It contains several dropdown menus: 'Category' (CIRTS Reports), 'Select Report' (Facility Listing Report), 'Online Status' (Offline), 'Open Status' (Open), 'Facility Type' (Delivery Hospital), and 'Sort By' (Facility Name). A description box states: 'This report provides facility and provider contact information'. At the bottom, there are three buttons: 'Begin Report', 'Export Results' (highlighted with a red box and a mouse cursor), and 'Home'.

An Open/Save message will display.



The type of message display will vary based on your operating system.



The screenshot shows a dialog box with the text: 'Do you want to open or save Facility_Listing_Report.xls from 10.28.85.120?'. There are three buttons: 'Open' (highlighted with a red box and a mouse cursor), 'Save' (with a dropdown arrow), and 'Cancel' (with a close button 'x').

3. Click the **Open** button.

The Excel application will open automatically and a workbook file with the report data will be created.

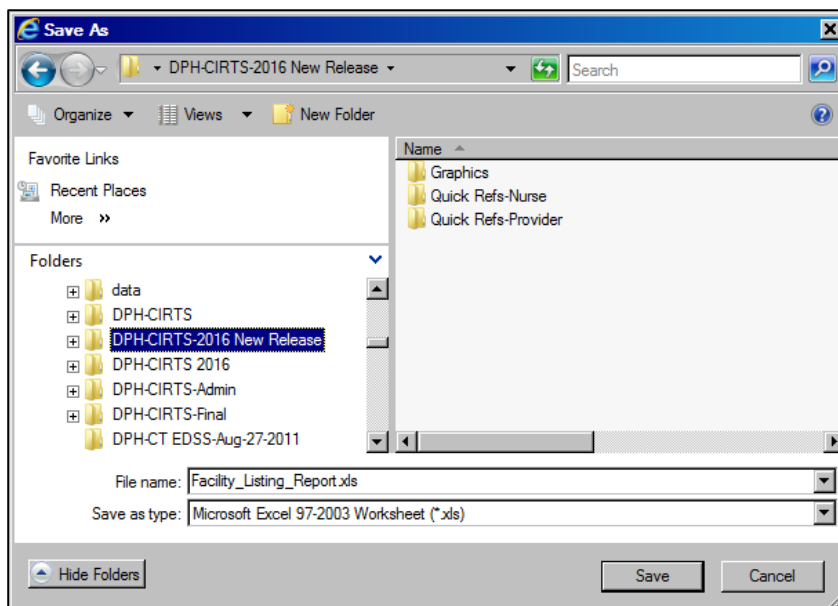
CIRTS - Facility Listing Report

Total: 29 facilities in this report with the status [OFFLINE], [OPEN], Facility Type [Delivery Hospital], sorted by [Facility Name] Date of Report: 04/14/2016

Facility ID	Facility Name	Provider's Name	Street	Town	State	Zip	Contact Person	Primary Phone x Ext
0958	DLVRY/BACKUS Hosp		326 Washington St., D-2 Birthing Center	Norwich	CT	06360	ELAINE KEMPESTA	(860) 823-6517
0960	DLVRY/BRIDGEPORT Hosp		267 Grand St., Labor & Delivery	Bridgeport	CT	06110	EILEEN CALLAHAN	(203) 384-3749
0961	DLVRY/BRISTOL Hosp		Brewster Rd., PO Box 977	Bristol	CT	06011	JILL RUSGROVE	(860) 585-3083
0962	DLVRY/CHARLOTTE Hgfrfd Hosp		540 Litchfield St., PO Box 988	Torrington	CT	06790	LAURIE TALBOT	(860) 496-6395
0766	DLVRY/CT Childbirth & Women's Cntr		94 Locust Ave.	Danbury	CT	06810	SUSAN LEVY	(203) 748-6000
0964	DLVRY/DANBURY Hosp		24 Hospital Ave., HIS Dept 2 Stroock	Danbury	CT	06810	DORIS KOLLMAN	(203) 739-7352
0965	DLVRY/DAY Kimball Hosp		320 Pomfret St., Med Records, POBox 6001	Putnam	CT	06260	ANGELA LEVESQUE	(860) 928-6541 x 2521
0966	DLVRY/DEMPESEY Hosp		263 Farmington Ave., MC# 2210	Farmington	CT	06030	GWYN MUSCILLO	(860) 679-3653
0967	DLVRY/GREENWICH Hosp		5 Perryridge Rd., Medical Records	Greenwich	CT	06830	DONNA KLINGEL	(203) 863-3354
0968	DLVRY/GRIFFIN Hosp		130 Division St., Childbirth Center	Derby	CT	06418	GERI AHERN	(203) 732-7252
0996	DLVRY/HARTFORD Hospital		80 Seymour St., Hlth Info Mngt	Hartford	CT	06103	EDITH GORE	(860) 545-4411
0975	DLVRY/HOSP Central CT/NBGH		100 Grand St., Medical Records	New Britain	CT	06050	JANICE VILCINSKAS	(860) 224-5120
			201 Chestnut Hill Rd., Med Records, POBox 860	Stafford Springs	CT	06076	GRETCHEN MESSER	(860) 684-8119
0969	DLVRY/JOHNSON Mem Hosp		365 Montauk Ave., Medical Records	New London	CT	06320	BETSY BOWERS	(860) 442-0711 x 2624
0971	DLVRY/LAWRENCE & Mem Hosp		71 Haynes St., Hlth Info Mngt	Manchester	CT	06040	JANET DUNNACK	(860) 647-1222 x 2204
0957	DLVRY/MANCHESTER Mem Hosp		28 Crescent St., West 3	Middlesex	CT	06457	NOEL FURTADO	(860) 344-6320
0972	DLVRY/MIDDLESEX Hosp		435 Lewis Ave., Family Center	Meriden	CT	06451	PAT ZERCIE	(203) 694-8340
0954	DLVRY/MIDSTATE Med Ctr		300 Seaside Ave., Medical Records	Milford	CT	06460	DONNA TAYLOR	(203) 876-4219
0973	DLVRY/MILFORD Hosp		21 Elm St., Hlth Info Mngt	New Milford	CT	06776	ANNE OLSON	(860) 210-5333 x 84035
0976	DLVRY/NEW Milford Hosp		20 York St., Vital Stats WP1102	New Haven	CT	06504	SANDY RYAN	(203) 688-2308
0995	DLVRY/NICU Yale New Haven Hosp		34 Maple St., Medical Records	Norwalk	CT	06856	JUDY PEREZ-BROWN	(203) 852-2186
0977	DLVRY/NORWALK Hospital		50 Hospital Rd., Medical Records	Sharon	CT	06069	NATALIE DECARA	(860) 364-4055
0982	DLVRY/SHARON Hosp		114 Woodland St., Medical Records	Hartford	CT	06105	ANN WATERS	(860) 714-4651
0983	DLVRY/ST Francis Hosp		56 Franklin St., Medical Records	Waterbury	CT	06706	ANNMARIE MCENTEE	(203) 709-6260
0984	DLVRY/ST Marys Hosp							

The report data can now be manipulated just like any other Excel workbook. It is completely independent and does not have any connection to CIRTS or its data.

- If the **Save** button is clicked instead of the Open button, the Save As dialog box will display.

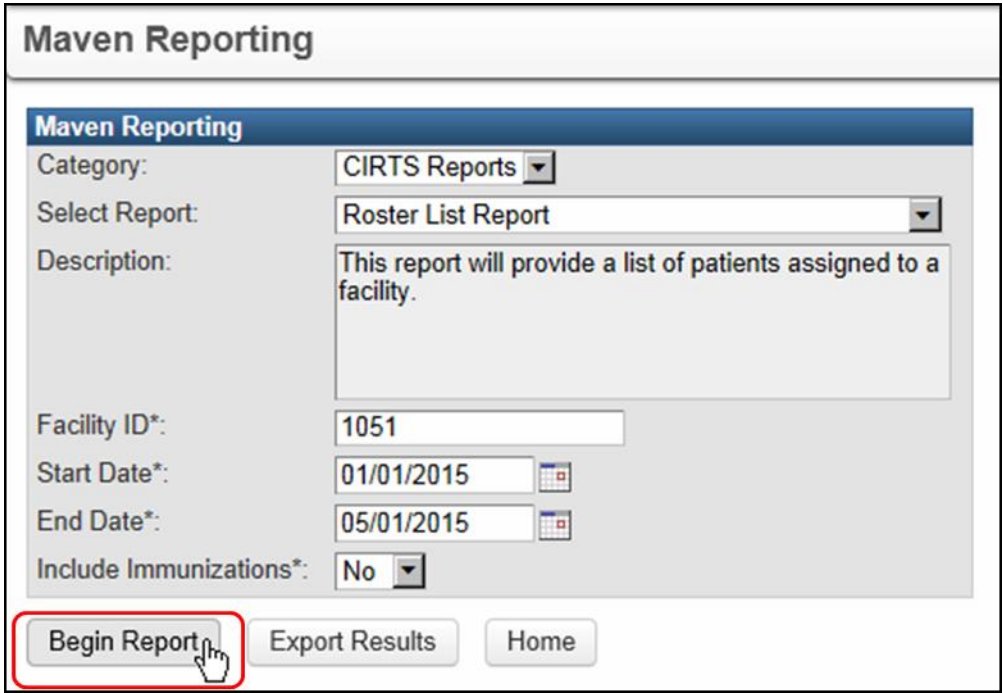


- Enter the appropriate path and file name information and click the **Save** button to create an Excel workbook with the report data. With this option, Excel will not automatically open.

ROSTER LIST REPORT

The Roster List Report provides a list of patients for a specified Date of Birth range. The maximum date range between start date and end date is 183 (six months) days.

1. Follow the steps to view a report.
2. Select **Roster List Report** from the Select Report list.
3. Enter the appropriate report criteria.
4. Click the **Begin Report** button.



The screenshot shows the 'Maven Reporting' window. It has a title bar 'Maven Reporting' and a content area with a blue header 'Maven Reporting'. The form includes the following fields:

- Category: CIRT Reports (dropdown)
- Select Report: Roster List Report (dropdown)
- Description: This report will provide a list of patients assigned to a facility.
- Facility ID*: 1051 (text box)
- Start Date*: 01/01/2015 (calendar icon)
- End Date*: 05/01/2015 (calendar icon)
- Include Immunizations*: No (dropdown)

At the bottom, there are three buttons: 'Begin Report' (highlighted with a red box and a mouse cursor), 'Export Results', and 'Home'.



If the date range exceeds 183 days, an error message will display.

Roster List Report

Error: The maximum date range between start date and end date is 183 days.

The report will display in a new window.

Roster List Report

Total: 5 patients in this report born in between 01/01/2015 and 05/01/2015 with the facility Pooh Pediatrics (ID: 1051)

Birth Date	Last Name	First Name	Care Giver	Address	Phone
01/01/2015	Donkey	Eyore	Donkey, Debbie	1 Donkey Drive, Hartford, CT 06101	
01/15/2015	Piglet	Peter	Piglet, Patty	1 Pooh Corner, Hartford, CT 06101	(860) 222-3333
02/01/2015	Robin	Christy		5 Honeypot Lane, Hartford, CT 06001	
02/01/2015	Woozle	Wally	Woozle, Wendy	30 Pooh Corner, Hartford, CT 06101	(860) 333-4444
03/01/2015	Heffalump	Hattie	Heffalump, Henry	15 Pooh Corner, Hartford, CT 06101	(860) 111-2222



If “Yes” is selected from the **Include Immunizations** list, the Roster List Report will display the Vaccine Name and Vaccine Date for each selected patient.

Maven Reporting

Maven Reporting

Category: CIRTS Reports

Select Report: Roster List Report

Description: This report will provide a list of patients assigned to a facility.

Facility ID*: 1051

Start Date*: 01/01/2015

End Date*: 05/01/2015

Include Immunizations*: **Yes**

Buttons: Begin Report, Export, Home

Roster List Report

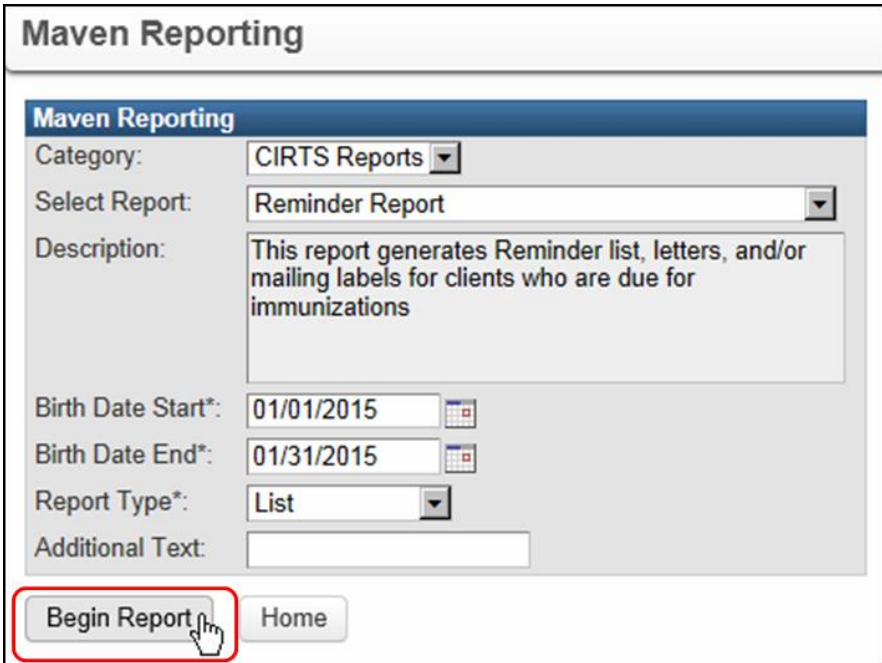
Total: 5 patients in this report born in between 01/01/2015 and 05/01/2015 with the facility Pooh Pediatrics (ID: 1051)

Birth Date	Last Name	First Name	Care Giver	Address	Phone	Vaccine Name	Vaccine Date
01/01/2015	Donkey	Eyore	Donkey, Debbie	1 Donkey Drive, Hartford, CT 06101		DTaP-HepB-IPV (Pediarix)	04/14/2016
01/15/2015	Piglet	Peter	Piglet, Patty	1 Pooh Corner, Hartford, CT 06101	(860) 222-3333		
02/01/2015	Robin	Christy		5 Honeypot Lane, Hartford, CT 06001			
02/01/2015	Woozle	Wally	Woozle, Wendy	30 Pooh Corner, Hartford, CT 06101	(860) 333-4444	DTaP-HepB-IPV (Pediarix)	04/14/2016
03/01/2015	Heffalump	Hattie	Heffalump, Henry	15 Pooh Corner, Hartford, CT 06101	(860) 111-2222	Flu .25mL 6-35 mos	04/14/2016
						DTaP-HepB-IPV (Pediarix)	04/14/2016

REMINDER REPORT

The Reminder Report provides a report of patients within a Date of Birth range that are due for immunizations. The maximum date range between start date and end date is 31 days. The report can display a list of patients, reminder letters for the selected patients, or mailing labels for the selected patients.

1. Follow the steps to view a report.
2. Select **Reminder Report** from the Select Report list.
3. Enter the appropriate report criteria.
4. Select **List**, **Letters**, or **Mailing Labels** from the **Report Type** list.
5. Click the **Begin Report** button.



The screenshot shows the 'Maven Reporting' window. It has a title bar 'Maven Reporting' and a content area with the following fields:

- Category:** CIRT Reports (dropdown)
- Select Report:** Reminder Report (dropdown)
- Description:** This report generates Reminder list, letters, and/or mailing labels for clients who are due for immunizations
- Birth Date Start*:** 01/01/2015 (calendar icon)
- Birth Date End*:** 01/31/2015 (calendar icon)
- Report Type*:** List (dropdown)
- Additional Text:** (text input field)

At the bottom, there are two buttons: 'Begin Report' (highlighted with a red rectangle and a mouse cursor) and 'Home'.



If the date range exceeds 31 days, an error message will display.

Reminder Report

Error: The maximum date range between start date and end date is 31 days.

The report will display in a new window.

Reminder Report

Total: 2 patients in this report born between 01/01/2015 and 01/31/2015 in TProvider's facility with due vaccines.

1051: Pooh Pediatrics

Name	Birth Date	Address	Phone	Care Giver
Donkey, Eyore	01/01/2015	1 Donkey Drive, Hartford, CT 06101		Donkey, Debbie
Piglet, Peter	01/15/2015	1 Pooh Corner, Hartford, CT 06101	(860) 222-3333	Piglet, Patty

If “**Letters**” is selected from the **Report Type** list, the Reminder Report will display reminder letters for each selected patient.

Dear Parent or Caregiver of Eyore Donkey,

Our records show that Eyore Donkey needs one or more shot(s). If Eyore received shots from another office, please call our office. We can update Eyore's record. Otherwise please call for an appointment.

Estimados padres y/o tutores de Eyore Donkey,

Nuestro registro indica que Eyore Donkey necesita una o más vacunas. Si Eyore recibió vacunas en otra oficina, por favor llame a nuestra oficina. Podemos poner al día el expediente de Eyore. Si no, por favor llame para hacer una cita.

Pooh Pediatrics
(860) 123-4567

If “**Mailing Labels**” is selected from the **Report Type** list, the Reminder Report will display mailing labels for each selected patient.

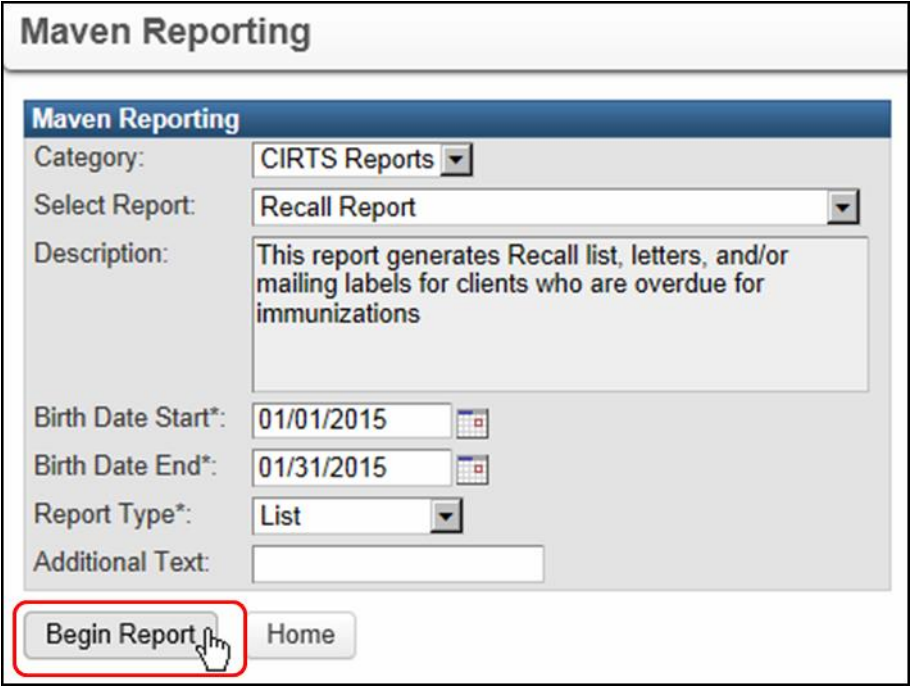
Eyore Donkey
1 Donkey Drive
Hartford, CT 06101

Peter Piglet
1 Pooh Corner
Hartford, CT 06101

RECALL REPORT

The Recall Report provides a report of patients within a Date of Birth range that are overdue for immunizations. The maximum date range between start date and end date is 31 days. The report can display a list of patients, reminder letters for the selected patients, or mailing labels for the selected patients.

1. Follow the steps to view a report.
2. Select **Recall Report** from the Select Report list.
3. Enter the appropriate report criteria.
4. Select **List**, **Letters**, or **Mailing Labels** from the **Report Type** list.
5. Click the **Begin Report** button.



The screenshot shows the 'Maven Reporting' window. It has a title bar 'Maven Reporting' and a header 'Maven Reporting'. Below the header, there are several fields: 'Category:' with a dropdown menu set to 'CIRTS Reports'; 'Select Report:' with a dropdown menu set to 'Recall Report'; 'Description:' with a text box containing 'This report generates Recall list, letters, and/or mailing labels for clients who are overdue for immunizations'; 'Birth Date Start*:' with a date field set to '01/01/2015' and a calendar icon; 'Birth Date End*:' with a date field set to '01/31/2015' and a calendar icon; 'Report Type*:' with a dropdown menu set to 'List'; and 'Additional Text:' with an empty text box. At the bottom, there are two buttons: 'Begin Report' and 'Home'. The 'Begin Report' button is highlighted with a red rectangle and a mouse cursor is clicking on it.



If the date range exceeds 31 days, an error message will display.

Recall Report

Error: The maximum date range between start date and end date is 31 days.

The report will display in a new window.

Recall Report

Total: 2 patients in this report born between 01/01/2015 and 01/31/2015 in TProvider's facility with overdue vaccines.

1051: Pooh Pediatrics

Name	Birth Date	Address	Phone	Care Giver
Donkey, Eyore	01/01/2015	1 Donkey Drive, Hartford, CT 06101		Donkey, Debbie
Piglet, Peter	01/15/2015	1 Pooh Corner, Hartford, CT 06101	(860) 222-3333	Piglet, Patty

If “**Letters**” is selected from the **Report Type** list, the Recall Report will display reminder letters for each selected patient.

Dear Parent or Caregiver of Eyore Donkey,

Our records show that Eyore Donkey needs one or more shot(s). If Eyore received shots from another office, please call our office. We can update Eyore's record. Otherwise please call for an appointment.

Estimados padres y/o tutores de Eyore Donkey,

Nuestro registro indica que Eyore Donkey necesita una o más vacunas. Si Eyore recibió vacunas en otra oficina, por favor llame a nuestra oficina. Podemos poner al día el expediente de Eyore. Si no, por favor llame para hacer una cita.

Pooh Pediatrics
(860) 123-4567

If “**Mailing Labels**” is selected from the **Report Type** list, the Recall Report will display mailing labels for each selected patient.

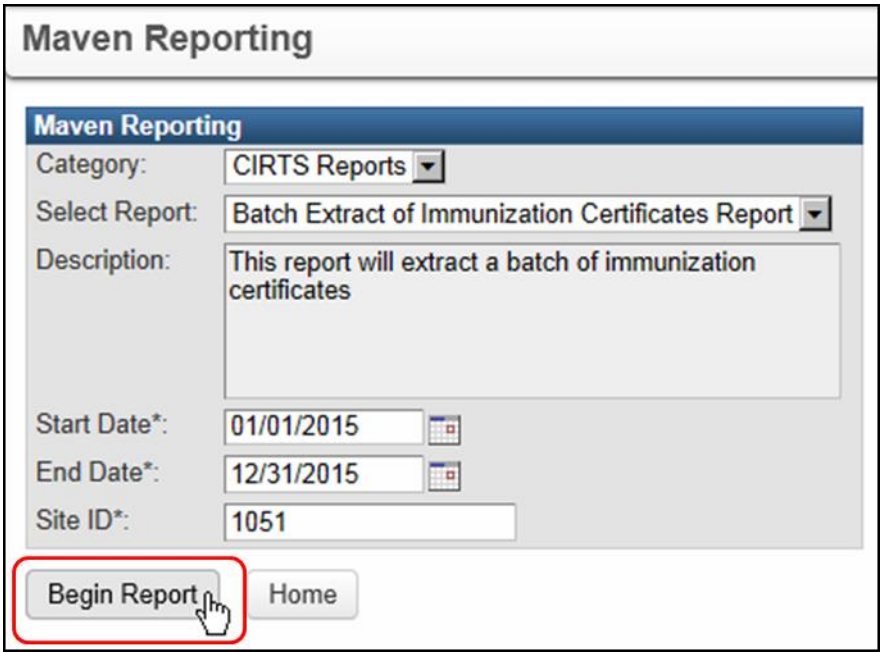
Eyore Donkey
1 Donkey Drive
Hartford, CT 06101

Peter Piglet
1 Pooh Corner
Hartford, CT 06101

BATCH EXTRACT OF IMMUNIZATION CERTIFICATES REPORT

The Batch Extract of Immunization Certificates Report provides a batch of Immunization Certificates for all patients within a specified Date of Birth range for a specified Site ID. The maximum date range between start date and end date is 366 days.

1. Follow the steps to view a report.
2. Select **Batch Extract of Immunization Certificates Report** from the Select Report list.
3. Enter the appropriate report criteria.
4. Click the **Begin Report** button.



The screenshot shows the 'Maven Reporting' window. It contains a form with the following fields:

- Category:** CIRT Reports (dropdown)
- Select Report:** Batch Extract of Immunization Certificates Report (dropdown)
- Description:** This report will extract a batch of immunization certificates (text area)
- Start Date*:** 01/01/2015 (calendar icon)
- End Date*:** 12/31/2015 (calendar icon)
- Site ID*:** 1051 (text input)

At the bottom, there are two buttons: 'Begin Report' (highlighted with a red box and a mouse cursor) and 'Home'.



If the date range exceeds 366 days, an error message will display.

Batch Extract of Immunization Certificates Report

Error: The maximum date range between start date and end date is 366 days.

The Immunization Certificates will display in a new window.



CONNECTICUT DEPARTMENT OF
PUBLIC HEALTH
Keeping Connecticut Healthy

CT Immunization Registry and Tracking System (CIRTS)

Immunization Program
410 Capitol Ave., 8th Fl. 11MUN
PO Box 34048
Hartford, CT 06138-0308
Phone: 860-509-7929
www.ct.gov/dph/immunization

Official Immunization Record

As of: 04/14/2016

Name	Date of Birth	Sex
Wally Woods	02/01/2013	Male

Vaccine	#	Date	Vaccine Type	Vaccine	#	Date	Vaccine Type
Hepatitis B	1	04/14/2016	D/taP-HepB-IPV (Pediatric)	Pneumococcal Conjugate	1		
	2				2		
	3				3		
	4				4		
	5				5		
	6				6		
Diphtheria, Tetanus, Pertussis	1	04/14/2016	D/taP-HepB-IPV (Pediatric)	Measles, Mumps, Rubella	1		
	2				2		
	3				3		
	4				4		
	5				5		
	6				6		
Haemophilus influenzae type b (Hib)	1			Varicella	1		
	2				2		
	3				3		
	4				4		
	5				5		
	6				6		
Polio	1	04/14/2016	D/taP-HepB-IPV (Pediatric)	Pneumococcal Polysaccharide	1		
	2				2		
	3				3		
	4				4		
	5				5		
	6				6		
Rotavirus	1			Human Papillomavirus	1		
	2				2		
	3				3		
	4				4		

Flu:

Other Vaccine(s):

Permanent Medical Exemption:

Religious Exemption:

Serologic Proof of Immunity:

RV = Not Valid, RI = Rejected Invalid, E = Extra, S = Valid Substitute



Chapter 19: Workflows

OVERVIEW

Purpose

Explain how and why to use workflows in CIRTS

Objectives

- Explain the importance of the Workflow Queue
 - Demonstrate how to use the Workflow Queue
-

WORKFLOWS

Workflow queues are important because they allow users to keep up with Task records and work that needs to be done on them. The CIRTS Workflows can be accessed from either the Splash screen or an immunization record.

CIRTS currently has five Workflow queues available to Providers:

- My Group Open Tasks
- My Open Tasks
- My Overdue Tasks
- Open Tasks Created by Me
- Overdue Tasks Created by Me

Providers are expected to:

- Refer to the Workflows periodically
- View and update the Task records in their Workflows

Refer to the instructions in Chapter 17 (Tasks) of this guide for complete instructions on using tasks.

To display Workflows from an immunization record or the Splash screen

1. Click the **Workflow** button (the “gears” icon) on the CIRTS Dashboard toolbar.



The Workflow Queues window will display.

Workflow Queues			
Workflow Queues (Hide empty workflows)			
Workflow Queue	Total Count (Assigned to me)	Priority	Last Update
Task Specific Monitors (Add Task)			
My Groups' Open Tasks	0 (0)	Medium	04/14/2016 02:36 PM
My Open Tasks	3 (3)	Medium	04/14/2016 02:36 PM
My Overdue Tasks	0 (0)	Medium	04/14/2016 02:36 PM
Open Tasks Created by Me	3 (1)	Medium	04/14/2016 02:36 PM
Overdue Tasks Created by Me	0 (0)	Medium	04/14/2016 02:36 PM
Home			

The fields in the Workflow Queue window are:

Workflow Queue	Indicates the name of the Queue. Workflows are organized in two sections: Case Specific Monitors (automatically generated) and Task Specific Monitors (manually created by the user)
Total Count (Assigned to me)	Indicates two counts. The first number is the total number of cases that have been triggered by the monitor by all users. The second number is the total number of cases in the queue that have been assigned to the user that is currently logged in to the system.
Priority	Indicates the Workflow or Task priority
Last Update	Displays the date and time that the Workflow was last updated by CIRTS

To display the tasks in a workflow queue

1. Click the **Workflow Queue** link for the queue that is to be displayed.

Workflow Queues			
Workflow Queues (Hide empty workflows)			
Workflow Queue	Total Count (Assigned to me)	Priority	Last Update
Task Specific Monitors (Add Task)			
My Groups' Open Tasks	0 (0)	Medium	04/14/2016 02:36 PM
My Open Tasks	3 (3)	Medium	04/14/2016 02:36 PM
My Overdue Tasks	0 (0)	Medium	04/14/2016 02:36 PM
Open Tasks Created by Me	3 (1)	Medium	04/14/2016 02:36 PM
Overdue Tasks Created by Me	0 (0)	Medium	04/14/2016 02:36 PM
Home			

The list of tasks in the selected queue will display in the Workflow Details screen.

Workflow Details - My Open Tasks

My Open Tasks (Realtime)

<input type="checkbox"/> Type	Due Date	Description	Status	Created By	Last Update	Record	Record Type	Assigned To	Assigned To Group
<input type="checkbox"/> Assignment	06/01/2016	Name Change	Pending	Test Provider [TProvider] (04/14/2016)	04/14/2016	Not specific to a case		Test Provider	
<input type="checkbox"/> Assignment	04/15/2016	Update Demographics	Pending	Shyrel Bauby [Baubys] (03/28/2016)	03/28/2016	100715555 Pooh Pediatrics	Facility	Test Provider	
<input type="checkbox"/> Assignment	04/15/2016	Facility Address	Pending	Shyrel Bauby [Baubys] (03/28/2016)	03/28/2016	100712592 Test Facility	Facility	Test Provider	

Displaying 1...3 of 3 (Export All)

<< First < Prev 1 / 1 Next > Last >>

Assign to user: [Assign to me] Assign to group: Reassign

Workflows

Home

The fields in the Workflow Details are:

Type	Displays the Task type: Assignment. This is a link is used to open and edit the task.
Due Date	Displays the date that the Task is scheduled for completion
Description	Briefly describes the task to be accomplished
Status	The status of the task in the queue: Pending, In Progress, Completed
Created By	Displays the name of the user who created the record and date record was created
Last Update	Date that task was last updated in the system
Record	Displays the unique record number automatically assigned by CIRTS and the name of the client
Record Type	If the task is record-specific, indicates if record is for a Facility or Immunization record
Assigned To	Identifies the user responsible for updating the Task
Assigned To Group	Identifies the user group responsible for updating the Task

- To open a Task, click the **Type** link in the Tasks list.

Workflow Details - My Open Tasks

My Open Tasks (Realtime)										
Type	Due Date	Description	Status	Created By	Last Update	Record	Record Type	Assigned To	Assigned To Group	
Assignment	06/01/2016	Name Change	Pending	Test Provider [TProvider] (04/14/2016)	04/14/2016	Not specific to a case		Test Provider		
Assignment	04/15/2016	Update Demographics	Pending	Shyrel Bauby [Baubys] (03/28/2016)	03/28/2016	100715555 Pooh Pediatrics	Facility	Test Provider		
Assignment	04/15/2016	Facility Address	Pending	Shyrel Bauby [Baubys] (03/28/2016)	03/28/2016	100712592 Test Facility	Facility	Test Provider		

Displaying 1...3 of 3 ([Export All](#))

Assign to user: [Assign to me] Assign to group: [Reassign](#)

[Workflows](#) [Home](#)

The Edit Task screen will display.

Edit Task

Task Information

Record: Not specific to a case

Type: Assignment

Status: Pending

Created By: Test Provider [TProvider]

Create Date: 04/14/2016

Last Update: 04/14/2016

Priority: Medium

Due Date: 06/01/2016

Start Date(mm/dd/yyyy):

Complete Date:

Description: Name Change

Notes: Child's name has changed - please update in the system

Task Attachment: Browse...

Assign to user: Test Provider [TProvider] Assign to me

Assign to group:

Save Cancel

3. Enter any appropriate Task information.

4. Click the **Save** button.

The Workflow Queues screen displays.

5. To close the Workflows Queue window, click the **Home** button.

Workflow Details - My Open Tasks

My Open Tasks (Realtime)

Type	Due Date	Description	Status	Created By	Last Update	Record	Record Type	Assigned To	Assigned To Group
Assignment	06/01/2016	Name Change	Pending	Test Provider [TProvider] (04/14/2016)	04/14/2016	Not specific to a case	Facility	Test Provider	
Assignment	04/15/2016	Update Demographics	Pending	Shyrel Bauby [Baubys] (03/28/2016)	03/28/2016	100715555 Pooh Pediatrics	Facility	Test Provider	
Assignment	04/15/2016	Facility Address	Pending	Shyrel Bauby [Baubys] (03/28/2016)	03/28/2016	100712592 Test Facility	Facility	Test Provider	

Displaying 1...3 of 3 (Export All) << First < Prev 1 / 1 Next > Last >>

Assign to user: [Assign to me] Assign to group: Reassign

Workflows **Home**



When a task has a status of “Completed”, it will automatically be removed from the Workflow queue.

Contact Information

Overview

For technical support and related questions, contact the following support staff:

Contacts	Phone/Fax	E-mail
CIRTS Help Desk (technical support for CIRTS)		DPH.CIRTS@ct.gov
State of Connecticut Department of Public Health Immunization Program www.ct.gov/dph/immunizations	Phone: (860) 509-7929 Fax: (860) 509-8370	
Nancy Sharova (CIRTS Program Supervisor)	Phone: (860) 509-7912	Nancy.Sharova@ct.gov

Appendix A: Glossary

Overview

Some of the commonly-used terms and abbreviations in CIRTS are:

Term	Meaning
CDC	Centers for Disease Control and Prevention
CIRTS	Connecticut Immunization Registry and Tracking System
DPH	Department of Public Health, State of Connecticut
NVAC	National Vaccine Advisory Committee (NVAC) functional standards
Permission	Pre-defined rules in CIRTS that allow a user the ability to perform certain actions, such as “create an record”, “run a report” or “create a new user”
PHIN	Public Health Information Network (PHIN) published standards
Question Package	An organized set of information (questions) about a record
Role	A group of permissions (Ex: Provider Site Role)
Task	A mechanism for users to delegate assignments or work to others; may be related to a specific record or may be record-independent
User	A person who uses CIRTS
VFC	Vaccines for Children Program
Workflow	An internally-monitored mechanism within CIRTS to identify records and tasks that require user attention